

INDIVIDUAL TRAVELLER PROFILE

PLEASE COMPLETE THIS FORM AS ACCURATELY AS POSSIBLE. ALL INFORMATION IS HELD IN STRICTEST CONFIDENCE AS IS NOT AVAILABLE TO ANY THIRD PARTY WITHOUT CONSENT FROM THE TRAVELLER.

UNIVERSITY/ORGANISATION

STREET ADDRESS		SUBURB		STATE		POSTCODE	
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YOUR DETAILS

AS IN PASSPORT

SURNAME: FIRST NAME MIDDLE NAME

PREFERRED NAME (IF OTHER THAN ABOVE)

SURNAME: FIRST NAME MIDDLE NAME

PERSONAL DETAILS

TITLE:		GENDER:	
HOME ADDRESS		SUBURB	
MOBILE NUMBER		DATE OF BIRTH (dd/mm/yr)	
HOME TEL. NUMBER:	()	MARITAL STATUS	

TRAVELLING PASSPORT + VISA DETAILS

NATIONALITY		PASSPORT NATIONALITY	
PASSPORT NUMBER		EXPIRY DATE	
PASSPORT DATE OF ISSUE		PLACE OF ISSUE	
VISA IN PASSPORT		ISSUE DATE	
VISA NUMBER		EXPIRY DATE	
DO YOU HAVE DUAL CITIZENSHIP	<input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF ADDITIONAL PASSPORTS HELD	

YOUR EMPLOYEE DETAILS

POSITION	FACULTY/DEPT/SCHOOL//COST CENTRE	OFFICE PHONE #	OFFICE FAX #	YOUR EMAIL
		()	()	
EMPLOYEE/STAFF NUMBER:				

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AIRLINE PREFERENCE							
	PREFERRED AIRLINES	WINDOW OR AISLE SEATING	FRONT OR REAR OF PLANE	SPECIAL MEAL REQUIREMENTS?	DETAILS?		
DOMESTIC	1.			<input type="checkbox"/> YES <input type="checkbox"/> NO			
	2.			<input type="checkbox"/> YES <input type="checkbox"/> NO			
INTERNATIONAL	1.			<input type="checkbox"/> YES <input type="checkbox"/> NO			
	2.			<input type="checkbox"/> YES <input type="checkbox"/> NO			
ADDITIONAL REQUIREMENTS?							

FREQUENT FLYER MEMBERSHIPS		
NAME ON MEMBERSHIP CARD	TYPE OF CARD (EG. QANTAS CLUB)	MEMBERSHIP NUMBER

HOTEL MEMBERSHIPS			
NAME ON MEMBERSHIP CARD	TYPE OF CARD (EG. STARWOOD PLATINUM)	MEMBERSHIP NUMBER	EXPIRY DATE

CAR MEMBERSHIPS			
NAME ON MEMBERSHIP CARD	TYPE OF CARD (EG. HERTZ GOLD)	MEMBERSHIP NUMBER	EXPIRY DATE

TRAVEL INSURANCE		
DO YOU REQUIRE TRAVEL INSURANCE?	IF YES, SPECIFY DETAILS BELOW	IF NO, OUTLINE REASONS WHY NOT
<input type="checkbox"/> YES <input type="checkbox"/> NO		

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OTHER REQUIREMENTS		
SMOKING ROOM?	PREFERRED CONTACT METHOD?	OTHER INFORMATION?

CREDIT CARD DETAILS					
	NAME ON CARD	CARD TYPE	CARD NUMBER	CARD EXPIRY DATE	USAGE FOR (TICK ALL THAT APPLY)
CORPORATE CARD				/	<input type="checkbox"/> AS GUARANTEE <input type="checkbox"/> PAYMENT <input type="checkbox"/> AIR <input type="checkbox"/> LAND ARRANGEMENTS <input type="checkbox"/> PERSONAL <input type="checkbox"/> SPOUSE
PERSONAL CARD				/	<input type="checkbox"/> AS GUARANTEE <input type="checkbox"/> PAYMENT <input type="checkbox"/> AIR <input type="checkbox"/> LAND ARRANGEMENTS <input type="checkbox"/> PERSONAL <input type="checkbox"/> SPOUSE

COMPANY TRAVEL COORDINATOR			
NAME:		EMAIL	

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BRAND INFO | UPDATES | NEWS

Should you wish **not** to receive news, information, offers and updates from Flight Centre Limited or its associated brands, please place an (x) in the adjacent box

FOR OFFICE USE ONLY					
DATE PROFILE CREATED (DD/MM/YR)	CLIENT CODE	USER SIGN ON	USER PASSWORD	USER ROLE	AUTHORISOR NAME
/ /					