

Odyssey Travel/Virtuoso
1474 W. Granada Blvd. Suite 495
Ormond Beach, FL 32174
386-672-8113
386-672-6568-fax
800-333-8113 (toll free)

Preferred Client Profile
email: jeanne@odysseytravel.com

General Information:

Company Name

Date

Traveler's Name as it appears on DL# (print)

Traveler's e-mail address

Traveler's Business Address

Traveler's Home Address

City

City

State Zip

State Zip

Business Phone

Home Phone

Business Fax

()Pager () Cell Phone

Travel Coordinator (if applicable)

Phone number

Email address

Date of Birth

*Cost Center

Driver's License # or Passport #

*If you have more than one cost center that you will be using please note that above or leave blank. Odyssey Travel will be asking for the cost center and object code ever time you book your travel.

Air Travel Preferences:

Traveler's Name _____

Airline Seating: Window _____ Aisle _____
(Seating preference is not a guarantee)

Airline Frequent Flyer Numbers:

Airline Membership Number Airline Membership Number
(AA/UA/etc)

Credit Card for Airline Tickets: CC Type: _____

(Credit Card information is not required for airfare, the University has an open account with Odyssey Travel)

Billing Address: _____

City/State/Zip: _____

Car Rental Preference:

Car Company	Frequent User Number	Vehicle Size
<input type="checkbox"/> Alamo	Express # _____	<input type="checkbox"/> Economy
<input type="checkbox"/> Avis	Wizard # _____	<input type="checkbox"/> Compact
<input type="checkbox"/> Budget	Super Res # _____	<input type="checkbox"/> Mid – Size
<input type="checkbox"/> Hertz	Number 1# _____	<input type="checkbox"/> Full – Size
<input type="checkbox"/> National	Emerald # _____	<input type="checkbox"/> Luxury

Hotel Preferences:

Hotel Chain	Frequent User Number	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> Smoking
<input type="checkbox"/> Courtyard by Marriott	_____	<input type="checkbox"/> King/Queen	<input type="checkbox"/> Double/Double
<input type="checkbox"/> Hilton	_____		
<input type="checkbox"/> Hyatt	_____		
<input type="checkbox"/> Other	_____		

Credit Card for Hotel Guarantee: CC Type _____ Amex/Visa/Master

Expiration Date: _____

You do not have to supply your credit card information at all if you make your own lodging reservations. If you would like Odyssey Travel to reserve a room or car rental for you and don't feel comfortable putting your credit card information in on this form you may call this into Odyssey Travel.

Cardholder Signature: _____

Date: _____