

TRAVELLER PROFILE FORM

In order to provide the best possible service, please return the completed form to BCD Travel

IMPORTANT:

ALL INFORMATION REQUESTED ON THIS DOCUMENT IS IMPORTANT HOWEVER THERE IS MANDATORY FIELDS THAT YOU ARE REQUIRED TO COMPLETE BEFORE WE CAN PROCEED WITH YOUR TRAVEL BOOKINGS. THESE AREAS HAVE BEEN INDICATED WITH AN ASTERISK (*) & HIGHLIGHTED IN RED.

Personal Details: (please note details must be provided as per the name shown on your passport/photo ID)	
*Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Prof <input type="checkbox"/> Mstr <input type="checkbox"/> Sir <input type="checkbox"/> Other
*Family Name:	*First Name:
Middle Name (s):	Preferred name:
*Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (necessary for international travel) dd/mm/yy:

Company Details:	
*Company Name:	
*Office / Branch Address:	
Department / Division	
Position / Job Title	
*Cost Centre Code	
Employee ID	
Manager / Supervisor	
*Home Airport:	
*Travel Policy:	<input type="checkbox"/> Applicable <input type="checkbox"/> Not applicable Policy Level
*Travel Insurance:	Are you covered by your company's travel insurance policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
Travel Coordinator / Personal Assistant Details:	
Name:	
Phone:	Email:

*Contact Details:				
	Telephone	Fax	Mobile	E-Mail
Work:				
Home				
Emergency:	Name:		Phone:	
Address Details:	Street Number & Name	Suburb	Postcode	
Home Address:				
Postal Address:				

*Passport & Visas (necessary for international travel)					
Passport Nation	Passport Number	Name on Passport	Place of Issue	Issued Date	Expiry
Visa Nation	Place of issue	Issued date	Expiry date	Visa number	Type of visa (Business / Tourist / Transit)
					Entry Type (Single / Double / Multiple)
ESTA	ESTA Number:		Issued Date:		Expiry Date:
APEC Card	Card Number:		Issued Date:		Expiry Date:
	Valid countries:				

Memberships:				
Airline / Hotel / Car / Other	Membership No.	Name as per membership	Expiry	Status / Points

Preferences: (Please complete if Company Travel Policy is NOT applicable)				
Airlines				
Hotel Chain:				
Hotel Room Type				
Car Hire:				
Preferred Car Type:				

Personal Preferences:				
Seating:				
Seat:	<input type="checkbox"/> Window	<input type="checkbox"/> Aisle	<input type="checkbox"/> Centre	
Side:	<input type="checkbox"/> Left side	<input type="checkbox"/> Right side	<input type="checkbox"/> None	
Place:	<input type="checkbox"/> Upper Deck	<input type="checkbox"/> Bulkhead	<input type="checkbox"/> Front	<input type="checkbox"/> Exit <input type="checkbox"/> Rear
Meal Request: (medical certificate may be required)				
Special Request: (disabilities / special assistance)				

Credit Cards: (necessary when making hotel bookings – used as a guarantee)				
	Card type	Card holders name	Card number	Expiry
Business				
Personal				

Use for ticket payments: ☐ Business ☐ Personal ☐ Not applicable
 Guarantee: ☐ Business ☐ Personal

DATA PROTECTION CONSENT

I understand and acknowledge that: (a) the global alliance of travel management companies trading under the name BCD TRAVEL and any successors in title (collectively, "BCD TRAVEL") have been engaged to provide travel agency and related management information reporting services ("Services"); (b) in the course of providing the Services, BCD TRAVEL will collect, process, and transfer the data I provide to BCD TRAVEL about me and my travel preferences (which may include payment information, data relating to my health (e.g. if I request wheelchair access), my special dietary requirements, etc.) and other information relating to my travel activities (collectively, "my data"); (c) my data will inevitably be transferred across international borders during BCD TRAVEL's provision of the Services; and (d) certain countries have data privacy and protection laws that are generally more rigorous than those of other countries, and that some countries have no such laws at all.

I hereby explicitly consent to: (a) BCD TRAVEL collecting, processing, and transferring my data (including across international borders) as necessary in relation to BCD TRAVEL's provision of the Services, which shall include (amongst other things): (i) creating, storing, and administering my data and this traveller profile; (ii) transferring my data to airlines, hotels, global distribution and other reservation systems, car hire, and other travel related suppliers; (iii) collecting and processing my data and transferring it as part of their management information and travel monitoring requirements from time to time; (iv) transferring my data amongst BCD TRAVEL members and their data storage and other service providers as necessary for the provision of the Services; (v) fulfilling customer satisfaction survey requirements; (vi) as required by law or other regulatory/auditing requirements; and (vii) to fulfil any existing bookings to your company and/or any travel company(ies) appointed as a replacement for, or in addition to, BCD TRAVEL; and (b) transferring (or arranging for the transfer) to BCD TRAVEL of the travel-related data about me currently held by them and/or their travel agent(s).

I understand, acknowledge, and confirm that: (a) my data will not be passed to third parties for their direct marketing purposes; (b) I will always provide accurate information to BCD TRAVEL and will update my data as necessary, and, in the absence of any update, BCD TRAVEL may assume that my data I have provided is correct; (c) I can find out what information BCD TRAVEL holds about me by writing to BCD Travel; and (d) I can view the BCD TRAVEL Privacy Policy at the following site: http://www.bcdtravel.com/aw/home/Corporate_Page/en-US/Footer/~ce/Privacy_5875214/.

I have read, understood, and agree to the terms of this Data Protection Consent. ☐ Yes ☐ No

Signature:

Date: