

Please complete this form as accurately as possible. Information contained in this form is held in the strictest confidence by Stage and Screen. Information is not available to any third party without consent from the traveller.

Upon completion please email this form to your travel manager at:

PERSONAL DETAILS			
Company name		Position/title	
Surname name (as per passport)		Given name(s) (as per passport)	
Gender (M/F)		Preferred name	
Office address			
Office phone		Office fax	
Cell phone		Email	
Home address		Home telephone	
Travel Booker name		Travel Booker email	
Department/ cost centre		Travel Booker phone	

PASSPORT & VISA DETAILS			
Full Name (as per passport)		Passport number	
Citizenship		Date of birth	M: D: Y:
Country passport issued		Passport expiry date	
Nexus Pass ID		Nexus expiry date	

AIRLINE SEATING & MEAL PREFERENCE			
Seating preference	<input type="checkbox"/> Window <input type="checkbox"/> Aisle <input type="checkbox"/> Front <input type="checkbox"/> Back	Special meal requirements	
Additional requirements			
What are your preferred airlines in order:		Please list any airlines you wish to avoid (when possible):	

ACCOMMODATION PREFERENCES

Special requirements			
Internet	<input type="checkbox"/> Broadband	<input type="checkbox"/> Wireless	Smoking <input type="checkbox"/> Yes <input type="checkbox"/> No
Preferred hotels	Brand	City	Please list any hotels you wish to avoid staying in

CAR RENTAL PREFERENCE

Car size		GPS Navigation	<input type="checkbox"/> Yes <input type="checkbox"/> No
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MEMBERSHIPS -AIRLINE/HOTEL/CAR CO

Name on membership	Airline/Hotel/Car Co	Status	Membership number	Expiry

ITINERARIES

Please indicate the preferred format for receiving itineraries

Via email in a PDF attachment Text only email (mobile friendly) Both

Is there anything else we should know about you?

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PAYMENT METHOD

I authorize Stage & Screen to:	Card Type	Card Number	Expiry
Charge my business travel to*:			
Charge my personal travel to*:			
Guarantee my hotel/car reservations to:			

*Please provide a credit card authority form if applicable