



UNIVERSITY OF ARKANSAS

College of Engineering
Department of Mechanical Engineering

Traveler Profile Form

PLEASE PRINT OR TYPE Mr Mrs Ms. Dr. NEW MODIFICATION

Traveler Name (as on drivers license/passport)			
Gender:		DOB:	
Redress # (if applicable)		University Name	
Redress # (if applicable)		Department	
Frequent Flyer Membership/Numbers (attach a separate sheet if necessary)			
Airline	Number	Name on Card	Status
Business Phone/Extension	Cell Phone (Optional)		Fax Number
Car Rental Club Membership/Numbers (If you do not have your own rental account we will use the university account.)			
Rental Agency	Number	Name on Card	Status
Enterprise/National			
Hertz			
Car Size/Special Request			
Hotel Club Membership (attach a separate sheet if necessary)			
Hotel Name	Number	Name on Card	Status
Room Type Preference			
Credit Card (for Hotel Guarantee only)	Number	Name on Card	Expiration
Physical Delivery Address		City/State/Zip	
Passport Number		Issue Date	Citizenship
		Expiration Date	Issuing Country
Home Address		City/State/Zip	

E-Mail Address	Other E-Mail Addresses (travel arranger/assistant)
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Airline Seating Preferences

<input type="checkbox"/>	Aisle	<input type="checkbox"/>	Window	<input type="checkbox"/>	Front of plane	<input type="checkbox"/>	Back of plane
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<input type="checkbox"/>	Other
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Special Meals (i.e., low fat, vegetarian, etc.)
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Please make note of any special travel needs:
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Emergency Contact:

CONFIDENTIALITY

The information given on this profile form is for the sole use of *The University of Arkansas, Mechanical Engineering Department*. The personal information we collect is only used for the purpose of arranging your travel requirements. We will not disclose any personal information for any other purpose without your consent, except where required by law.

I HEREBY AUTHORIZE THE UNIVERSITY OF ARKANSAS, MECHANICAL ENGINEERING DEPARTMENT TO UTILIZE THE ABOVE CREDIT CARD INFORMATION AS REQUESTED BY ME OR A PERSON I DESIGNATE, AND TO SIGN SUCH CHARGES "SIGNATURE ON FILE".
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SIGNATURE OF TRAVELER	DATE
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Once complete, please email to meeq@uark.edu