

Please complete the information below as completely as possible and return to **MMG Travel @ JourneyCorp** at
488 Madison Avenue, 3rd Floor, New York, NY 10022 212-339-2958 (fax) Attention: Eric Hrubant or Marie McGregor

LAST NAME	FIRST NAME	MIDDLE INITIAL

Business Info: IMPORTANT

EMAIL:		DEPT #:		MOBILE:	
ADDRESS:		FLOOR:			
CITY:		STATE:		ZIP:	
PHONE:	-	FAX:	-		
ASSISTANT:		PHONE:	-		

Corporate Credit Card (TYPE)

	NUMBER:	
	EXPIRES:	
SIGNATURE (To authorize use of credit card for hotel and/or car guarantees)		

Personal Info: IMPORTANT

HOME STREET:		APT:		HOME PHONE:	
CITY:		STATE:		ZIP:	
CITIZENSHIP:		PASSPORT NUMBER:		EXP:	
FAVORITE CUISINE:		FAVORITE ACTIVITIES/HOBBIES:			

Personal Credit Card: (OPTIONAL)

<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amer. Express	NUMBER:	
				EXPIRES:
SIGNATURE (To authorize use of credit card for requested personal travel)				

Airline Info: IMPORTANT

Frequent Flyer Number s	BRITISH AIRWAYS:		DELTA		ALASKA AIR	
	VIRGIN ATLANTIC		CONTINENTAL		LUFTHANSA	
	AMERICAN		USAIR		AIR FRANCE	
	UNITED		NORTHWEST		OTHER:	

SEATING PREFERENCES

SPECIAL MEAL PREFERENCE:		<input type="checkbox"/> WINDOW	<input type="checkbox"/> AISLE
CONNECTING CITIES PREFERRED:			
CONNECTION CITIES TO AVOID:			

Hotel Info: IMPORTANT

Frequent Guest Number s	HYATT		HILTON		OTHER:	
	STARWOOD		MARRIOTT		OTHER:	
	SHERATON:		WESTIN:		OTHER:	

ROOM PREFERENCES

OTHER HOTEL PREFERENCES:	<input type="checkbox"/>	SMOKING	<input type="checkbox"/>	NON-SMOKING	<input type="checkbox"/>	KING
	<input type="checkbox"/>	LOW FLOOR	<input type="checkbox"/>	HIGH FLOOR	<input type="checkbox"/>	DOUBLES

Car Rental Info: IMPORTANT

Frequent Renter Number s	AVIS:		BUDGET:		DOLLAR:	
	HERTZ:		NATIONAL:		OTHER:	