

Traveller Profile

Please note you are required to provide the following personal information (Advanced Passenger Information System) prior to undertaking travel to a significant number of countries. The respective governments of these countries insist all airlines collect prior to travel. Failure to supply this information is likely to cause delay at the airport. By providing this to Ian Allan Travel we will submit the appropriate data to the airlines on your behalf.

In completing this form you are consenting to provide personal information which will be processed within the terms of the Data Protection Act 1998 and used for the purpose for which it is provided, i.e. the administration of travel and contingency arrangements and related purpose (inside and outside the European Union) by Ian Allan Travel and operators (e.g. airlines) on your and our behalf.

Ian Allan Travel stores this data within our secure reservations system and does not pass it to any third party, with the exception of the operators with whom we make the reservations on your behalf, nor use it for any other purpose.

Please advise if you are:		Booker Traveller Both	
Company Name:			
Surname (must be as passport)			
Forenames (must be as passport)			
Title		Gender	
Date of Birth		Job Title	
Home Address			
Mobile Number			
Business Address			
Business Phone		Business Email	
Ticket Delivery Address			
Country of Residence			
Nationality		British Citizen	Yes / No
Department		Cost Centre / Other	

Booker Name		Booker Number	
Travel Booker Email			
Credit Card Business		Credit Card Personal	

Passport Information

Passport No 1		Passport No 2	
Issue Date 1		Issue Date 2	
Expiry Date 1		Expiry Date 2	
Issued at		Issued at	
Visas held		Visas held	
Issue Date		Issue Date	
Expiry Date		Expiry Date	
Alien Registration Number (USA Only)			

Non-essential information:

The following details whilst not essential will allow the travel consultants to process your reservations efficiently and ensure we (as far as possible) request your personal preferences

Airline Frequent Traveller

Airline:		Card No:		Colour / Level:	
Airline:		Card No:		Colour / Level:	
Airline:		Card No:		Colour / Level:	
Airline:		Card No:		Colour / Level:	

Preferred Seating:	Window	Aisle	Other:
Special Meal Requirements			

Frequent Hotel Card Details

Company:		Card No:	
Company:		Card No:	
Company:		Card No:	
Company:		Card No:	

Car Hire Card Details:

Company:		Card No:	
Company:		Card No:	
Company:		Card No:	
Company:		Card No:	

Information for airport parking / car hire

Driving Licence No:		International Driving Licence No:	
Car Make:		Car Model:	
Colour:		Registration No:	
Clean Licence	Yes / No		
Other Information			

Thank you in advance for your co-operation.