



Business Travel Profile

All information provided is confidential and for use by CLA for arranging travel/transportation for authorized persons.

Traveller Information

The name provided (first, middle and last) must exactly match what is shown on the government issued identification with which you travel.

First Name _____ **Middle Name/Initial** _____ **Last Name** _____

Title: _____

Institute: _____

Address: _____

City: _____ Province/State: _____ Postal/Zip: _____

Business Telephone: _____ Home Telephone: _____

Mobile Telephone: _____ Email: _____

Emergency Contact

Name: _____ Relationship: _____

Address: _____

City: _____ Province/State: _____ Postal/Zip: _____

Email: _____ Business Telephone: _____

Home Telephone: _____ Mobile Telephone: _____

Passport Information

Do you have a valid passport? Yes No If you answered yes, please fill out the following:

Name on passport: _____ Passport Number: _____

Date of Issue: _____ Date Expires: _____ Citizenship: _____

Transportation/Travel/Housing Preferences

By Rail: Window Aisle By Air: Window Aisle

Pre-selection of seating is not available for flights.

Travel itineraries will be sent to the email address provided by the traveller.

Hotel/Housing: King Double Lower Floor

Special Needs: _____

Frequent Flyer Information

Air Canada Number: _____

West Jet Number: _____

Other Airline: _____ Number: _____

Other Airline: _____ Number: _____

Hotel Rewards Program Memberships

Hotel: _____ Number: _____

Hotel: _____ Number: _____

Hotel: _____ Number: _____