



Call M-F 9am-5pm CST

# CEM Travel Services

Outside IL: 800-247-8785

Local: 847-419-0033

Fax: 847-520-9116

## Preferred Client Information

Passenger Legal Name	( ) Office Phone Number	( ) Mobile Phone Number
Company Name	Assistant's Name/Extension	Ext.
( ) Fax Number	Email Address	@

## Air Travel Information

Preference of Carrier: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

“Frequent Flyer” Numbers:

Airline: \_\_\_\_\_ Number: \_\_\_\_\_ Status: \_\_\_\_\_

Airline: \_\_\_\_\_ Number: \_\_\_\_\_ Status: \_\_\_\_\_

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Airline: \_\_\_\_\_ Number: \_\_\_\_\_ Status: \_\_\_\_\_

Airline: \_\_\_\_\_ Number: \_\_\_\_\_ Status: \_\_\_\_\_

Airline: \_\_\_\_\_ Number: \_\_\_\_\_ Status: \_\_\_\_\_

Seat Preference: \_\_\_\_ Window \_\_\_\_ Aisle

Meal Preference (if applicable): \_\_\_\_\_

1098 South Milwaukee Avenue Suite 410  
Wheeling, IL 60090

### Hotel Information

Please enter your preferred hotel chains.

1. Hotel: \_\_\_\_\_ ID Number: \_\_\_\_\_
2. Hotel: \_\_\_\_\_ ID Number: \_\_\_\_\_
3. Hotel: \_\_\_\_\_ ID Number: \_\_\_\_\_
4. Hotel: \_\_\_\_\_ ID Number: \_\_\_\_\_
5. Hotel: \_\_\_\_\_ ID Number: \_\_\_\_\_

Room Preference: \_\_\_ Smoking \_\_\_ Non-Smoking

### Car Information

Please enter your preferred rental car information:

1. Car: \_\_\_\_\_ ID number: \_\_\_\_\_
2. Car: \_\_\_\_\_ ID number: \_\_\_\_\_
3. Car: \_\_\_\_\_ ID number: \_\_\_\_\_

### Form of Payment

I hereby authorize CEM Travel Services to charge, to the credit card listed below, costs for the travel transactions requested by myself or my travel planner.

X \_\_\_\_\_  
Signature Date

For Business Use Only

For Personal Use Only

\_\_\_\_\_  
Card Number      / /  
Expiration Date

\_\_\_\_\_  
Card Number      / /  
Expiration Date

\_\_\_\_\_  
Card Number      / /  
Expiration Date

\_\_\_\_\_  
Card Number      / /  
Expiration Date

### Emergency Contact Information

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

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Additional Preferences

Please list any additional information you would like us to have: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Disclaimer: Passengers are responsible for securing proper documentation for travel on their own. This includes, but is not limited to, all passport and visa requirements of any individual country.