

Traveler Profile

Before signing/returning this Traveller Profile form, please read the paragraphs set out below which define how American Express Business Travel AS uses information about you for the purpose of providing you with Travel Services and ancillary products and services. Please be aware that the content of the paragraphs below are essential for us to deliver the service for which you or your employer have contracted us. You should also familiarize yourself with your company's travel policy, if such a policy exists as, with the exception of specific cases and with strict approval, we are not authorised to provide services beyond those set out in the policy. Please note that American Express Business Travel AS may synchronize data you have provided through different channels, for example if you provide new information in your online profile this data may be accessible for the travel bureau you use.

Also note that by signing or returning this document, or providing this information in an online form, you also authorize American Express Business Travel AS to charge the Card you provide (including when you update the information), for travel related services requested by you, without your written confirmation at every charge. You will always receive confirmation on each such transaction from American Express Business Travel AS. The Card will also be used to guarantee bookings, if required by the supplier.

American Express use of personal information

1. A. In order to provide Travel Services agreed upon or requested by you, or your employer, American Express Business Travel AS will disclose information necessary to provide the Travel Service to companies in the American Express group of companies worldwide (including its appointed representatives providing Travel Services on its behalf), to suppliers of the Travel Services, to any person authorized by you, to your employer or as directed by your employer. Information may also be received from these parties. Travel Services includes handling of travel benefits or insurance programmes or other services, such as Emergency Travel Service, that you or your employer may have requested.

1. B. In order to enable your employer to maintain effective travel policies and procedures American Express Business Travel AS may use information about how you use the Travel Services to produce travel statistics/reports to your employer; this may mean that your employer receives information on your deviation from the travel policy of the company. The information used to develop these reports may be obtained from this Travel Profile Form, from information on where and how you use Travel Services and information obtained from external sources such as our appointed Representatives, agents and suppliers.

1. C. Will process information about you and your Travel Service charges in order to effectively manage the payment process and invoicing of the Travel Services, to authorise charges and to prevent fraud.

1. D. In order to efficiently provide the Travel Services you or your employer request American Express Business Travel AS will store the information provided on your Travel Profile Form on computerized reservation systems which provide reservation services for American Express Business Travel AS. This information may be accessible to third parties such as airlines, hotel companies, car rental services and other suppliers of the Travel Services.

1. E. American Express Business Travel AS will undertake all of the above both within and outside the European Union. This includes processing your information in the USA and in other countries

outside the European Union in which data protection laws are not as comprehensive as in the European Union. However, American Express Business Travel AS has taken appropriate steps to ensure the same level of protection for your information in the USA and other countries as there is in the European Union.

2. In order to develop and offer you, or your employer, suitable products and services (by mail, telephone or e-mail if permitted by law), American Express Business Travel AS may process information about you and how you use the Travel Services, to develop lists of names and addresses for use within the American Express Business Travel AS.

If you wish to have your name and address removed from marketing programmes, please write to American Express Travel Compliance Dept at the address provided below.

3. To ensure consistent servicing levels and training of staff American Express Business Travel AS may monitor and / or record telephone calls from you or from us to you, in accordance with applicable law, either ourselves or by reputable organizations selected by us. In accordance with applicable law you will be informed in advance that the call may be recorded. You will be given the opportunity to decline such recording.

4. For the purpose of ensuring quality of the service, and sometimes to fulfil a contractual obligation towards your employer, American Express Business Travel AS may contact you by phone or e-mail and ask you to participate in customer surveys.

5. American Express Business Travel AS uses advanced technology and well defined employee practices to help ensure that your information is processed promptly, accurately and completely and in accordance with applicable data protection law. However, if data is sent via any electronic method in order to provide Travel Services requested by you, American Express Business Travel AS is not liable for the interception of such data.

If you ask, we will tell you what information we hold about you and provide it to you in accordance with applicable law.

If you believe that any information we hold about you is incorrect or incomplete, you may write to your American Express Travel Compliance Dept at the address provided below. Information which is found to be incorrect or incomplete will be promptly corrected or deleted, as appropriate.

We keep information about you only for so long as it is appropriate for the above purposes or as long as required by applicable law.

If you need further information please contact your Travel Manager or your American Express Representative.

Please use the below name and address for inquiries in your country.

Travel Compliance Dept.:
American Express Business Travel AS, Mariboegate 13, Box 455
Sentrum, 0104 Oslo, Norway

Traveler Profile

Fields that are marked with * are compulsory.

Personal information

*Last name _____
 (as in passport)

*First name _____
 (as in passport)

*Nationality _____

*Date of birth _____

*Sex Male Female

Home Address _____

Zip Code _____

City _____

Home phone _____

Home Fax _____

Mobile phone _____

Company information

*Company name _____

*Account number _____

Title _____

*Company Address _____

*Zip Code _____

*City _____

*Business Phone _____

Business Fax _____

*Mobile phone _____

*E-Mail Address _____

Assistant's Name _____

Assistant's Phone _____

Department _____

Cost Center _____

Employee ID Number _____

Delivery address if different from above _____

Airline Information (Please note, company preferences generally take priority)

I'm a member of the following loyalty programmes

Airline:

1. _____
2. _____
3. _____
4. _____

Frequent Flyer Number::

Seating Window Aisle

Meals No Lactose Vegetarian Muslim Kosher Other _____

Other preferences _____

Rail

1st class 2nd class

Other preferences _____

Car rental information (Please note, company preferences generally take priority)

I'm a member of the following loyalty programmes

Preferred car rental vendors

Membership number

1. _____
2. _____

Other preferences _____

Hotel information (Please note, company preferences generally take priority)

I'm a member of the following loyalty programmes

Hotel chains – Please list in order of preference

Frequent guest membership number

1. _____
2. _____
3. _____
4. _____

Preference of room type Smoking Non-smoking

Other preferences _____

All car rental and hotel bookings will be guaranteed with the following credit card

Card type _____ Card number _____ Expiration date (mm/yy) _____

Passport information

Passport # _____ Nationality _____ Expiration date _____
 Country of issue _____ Date issued _____

Please note any additional information we should be aware of regarding your travel arrangements

NB!! If your Travel Profile contravenes the travel policy of your company, the matter must be resolved by the person responsible for travel within your company

Date and signature (compulsory)

