



AMERICAN EXPRESS® **BUSINESS TRAVEL**



TRAVEL PROFILE



Give us your travel profile

What is your favourite hotel? Which airline do you prefer flying with? Which is your favourite seat on the airplane? Use the form on the next page – fill in what you want and let us have it. The more you tell us, the better we can help you to book exactly the trip you want. If you subsequently have changes or additions, contact us. We will update your travel profile directly.

Send us your travel profile as soon as possible

Fill in the form and send it to your travel agent. That way we know how you want to travel and what kind of accommodation you prefer – we'll take care of the rest. When you sign your travel profile, you give your consent to American Express processing your personal information in accordance with the Personal Data Act, see conditions below.

Before you return the travel profile, please read the information below, which explains how American Express Business Travel A/S (Amex) collects and uses information about you with the aim of providing you with travel services and other products and services (hereinafter known as travel services). You should comply with your company's travel policy if it has one.

Use of personal information

1.

A. With the object of supplying services for which you or your company have entered into contracts or which you have requested, Amex will transfer information that is relevant to the service in question to or from businesses within the worldwide American Express group and other suppliers of the travel services concerned, persons you have approved and your employer. This also applies to processing of invoices and travel benefit programmes, insurance programmes and other services such as the Emergency Travel Service.

B. Amex may, for the purpose of making it possible for your employer to maintain an effective travel policy, use information concerning the way in which you use travel services to produce reports for your employer. This means that any deviation by employees from their company's travel policy may be reported. The information used to generate such reports may be taken from the travel profile, from data about how you use travel services and from external sources, such as representatives, agents and suppliers with whom Amex collaborates;

C. With the object of preventing fraud, approving transactions and making payment for travel services more efficient, Amex will analyze information about you and your transactions.

D. With the object of supplying you with travel services, Amex will store information from you in the booking systems that Amex uses. This information may be accessible to third parties such as airlines, hotels, car rental companies and other suppliers of the travel services;

E. With the object of developing and offering you or your employer products or services, information about you and how you use travel services may be analyzed and used by Amex.

Amex is thereby enabled to send offers directly to you by letter or email. You can decline to receive direct marketing by contacting your local travel agent. Amex may, in addition, contact you by post or email to carry out customer surveys with the object of ensuring quality and/or under a contract with your employer.

F. Amex may perform all activities specified under A-E both within and outside Denmark and the EU. This means that information about you may be transferred to the USA, where the legislation on data protection is not as comprehensive as in the EU. When you book or use travel services, Amex may also transfer information concerning you to or from other countries outside the EU. The American Express group has taken measures to ensure that the same level of security is maintained in the USA and other countries as applies within the EU;

2. With the object of ensuring a high level of service, staff training and consistent delivery of services, Amex may, either itself or together with businesses with which Amex has a contract for such service, monitor or record telephone calls to Amex.

3. Information about you will be retained by Amex only for so long as is required, either for the stated purpose or as required by the law.

4. Amex and the American Express group use advanced technology and instructions to their employees with the object of ensuring that information concerning you is processed quickly, accurately and totally in accordance with the applicable law.

5. By law, you are entitled, on making a written request, to obtain details of what information concerning you is processed by our system. Furthermore, you are entitled to decline to receive direct marketing. It is the traveller who is responsible for updating and correcting the travel profile when changes occur. Information that proves not to be correct or is incomplete shall be corrected similarly. Please contact your local Amex travel agent, whom you should also refer to if you have any questions.

Travel profile form

As part of American Express' endeavours to give you the best service at all times, we ask you to fill out this travel profile. The more information you provide the better we are to plan your trip quickly and exactly the way you want.

Remember to complete your travel profile in accordance with your company's travel policy. If you have other preferences that may conflict with the travel policy, you should resolve the question with the person responsible for travel.

Please complete in CAPITAL LETTERS. Sign and fax to us at +45 7023 0469

Date form completed: _____

Company: _____ Customer number: _____

Surname (as it appears in your passport): _____ Male Female Date of birth: _____

Forename (as it appears in your passport): _____ Staff number: _____

Cost centre: _____ Name of department: _____

Work address: _____

Postcode/Town: _____

Email: _____ Work phone: _____

Work fax: _____ Home phone: _____

Home address: _____ Mobile: _____

Postcode/Town: _____

CHARGE CARD/CREDIT CARD

The following credit cards may be used - as guarantees for hotels and for e-tickets.

American Express Corporate Card Number: _____ Valid to (dd-mm-yy): _____

Diners Number: _____ Valid to (dd-mm-yy): _____

Eurocard Number: _____ Valid to (dd-mm-yy): _____

Other card, state which: _____ Number: _____ Valid to (dd-mm-yy): _____

FLIGHTS

I would like to sit in a: Window seat Aisle seat

NB! Almost all airlines are non-smoking on board.

I have the following special requirements for meals: Vegetarian Kosher Halal

Other: _____

I have the following bonus cards (state the airline and number):

1. _____ 2. _____

3. _____ 4. _____

Please complete in CAPITAL LETTERS. Sign and fax to us at +45 7023 0469

TRAIN

First class Second class Non-smoking Smoking

HOTEL

I would like to stay in smoke-free accommodation if possible.

NB! You will always be booked accommodation with ISDN, if possible.

I have the following bonus cards for hotels (hotel name and/or membership number):

CAR HIRE

My company has agreements with the following car hire companies:

1. _____ 2. _____ 3. _____

I am a member of the following car hire bonus programmes (state membership number):

1. _____ 2. _____ 3. _____

FEEL FREE TO ASK US

Ask us if you need advice on hotels or transportation. Also remember that you can change your travel profile at any time. Just contact your travel agency team.

NB! Remember to complete your travel profile in accordance with your company's travel policy. If you have other preferences that may conflict with the travel policy, you should resolve the question with the person responsible for travel.

Date and signature (mandatory)

www.americanexpress.dk/businesstravel

ISO 9001 certified

