

# Traveler Profiles

The source of truth for fast and responsive servicing

Complete and up-to-date traveler profiles are key to how **American Express Global Business Travel** provides you and your travelers with a fast and responsive service. So, make sure your travelers follow these top traveler profile tips!



## Contact details

Add company email address and include an up-to-date **mobile** telephone number where available - even if that means repeating it in more than one telephone number field in the profile.



## Seat and meal preferences

Are these added and up-to-date?



## Travel documents

Passports, visas and credit cards - are expiry dates included?



## Loyalty & Frequent Flyer memberships

Have these been added and reviewed recently?