



Credit Card Authorization Form

Travel Planners International (TPI) is an approved airline ticketing travel agency with the Airlines Reporting Corporation (<http://www.arccorp.com>). Your professional travel agent is contracted with TPI for the purchase of airline tickets, therefore, it is required that you comply with our TPI ticketing procedures. You should complete this form if you are using your credit card to purchase air travel for someone other than yourself and you are not traveling with this person(s) in the same reservation.

This form must be completed and signed by the cardholder. In addition, we require a front and back copy of your credit card. We will not accept credit cards without a signature on the signature box.

We only accept credit cards with a U.S. billing address.

TPI reserves the right to request additional information from the cardholder. If fraud is suspected, TPI reserves the right to deny ticketing. All airline purchase transactions will appear on your credit card statement in the name of the air carrier - i.e. "Delta Airlines".

Submitting the form does not verify your reservation was ticketed. The agent will receive an email containing the ticket numbers for the reservation prior to the end of business day. Please confirm with your agent your reservation has been ticketed.

If you have any questions or concerns regarding this form, please contact your travel agent or TPI's Air Department at 1-800-631-3636 extension 8502.

Please complete the following:

Date ____ / ____ / ____

Cardholder Name (as it appears on your credit card) _____

Credit Card Number _____ Exp. Date _____ Security Code _____

Billing Address _____

City _____ State _____ Zip _____

Phone number we can reach you at to confirm this transaction _____

Credit card bank phone number (as it appears on back of your credit card) _____

List full names of all travelers you are purchasing airline tickets for _____

Notes/Comments _____

I authorize my travel agent and/or Travel Planners International to charge the above listed airline tickets for the above listed person(s) to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

This completed form along with a front and back copy of the signed credit card must be faxed or uploaded to TPI during our normal operating hours.

CARDHOLDER - Print Name and Sign Below:

Cardholder Printed Name

Cardholder Signature

TRAVEL AGENT INSTRUCTIONS FOR SUBMITTING THIS FORM

This completed form along with a front & back copy of the signed credit card and copy of state issued ID, must be faxed or uploaded to TPI at least 30 minutes prior to end of normal business hours or your reservation will not be ticketed until the following business day.

Upload at <https://www.tpical.com/upload>

TPI Agent Code _____ | Record Locator _____ | Circle One - Amadeus Apollo Sabre WorldSpan