



3rd party transactions
one-time use
revised 04/15/2014

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). Please fully complete and return this form to your travel agent. If you will be using this same credit card for future charges for someone other than yourself, and to avoid submitting this form each time, do not use this form, please use our continuous-use form. The purpose of this Credit Card Authorization form is to comply with credit card acceptance rules with air carriers and to protect you the cardholder, TPI, and your travel agent from credit card fraud.

This form must be completed and signed by the cardholder. In addition, we require a front and back copy of your credit card. We only accept credit cards with a U.S. or Canadian 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".

When you have completed and submitted this form, it is imperative that you verify the reservation was ticketed. 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.

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 _____

Total amount you are authorizing to charge to your credit card - \$ _____

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.

CARDHOLDER - Print Name and Sign Below:

Cardholder Printed Name

Cardholder Signature

Return completed form along with a front and back copy of your credit card to your travel agent.

TRAVEL AGENT INSTRUCTIONS FOR SUBMITTING THIS FORM

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

Fax to 321-422-7703 or Upload at <https://www.tpical.com/upload>

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