

Fill out the **(required*)** fields marked on the traveler form. The **required** fields are **highlighted in green** in the screenshots below. Any additional fields that are **highlighted in yellow** are optional (i.e. TSA PreCheck, Passport number, etc.). Fields that are **highlighted in red** do **NOT** need to be filled out whatsoever.

The image shows a 'Traveler Profile Form' with several input fields. The following fields are highlighted with green boxes: 'Surname(s) (required)', 'Given Name(s) (required)', 'Email (required)', 'Title (required)', and 'Gender (required)'. The 'Department or Cost Center Number (if applicable)' field is highlighted with a red box. The form includes a close button (X) in the top right corner. The labels for the highlighted fields are: Surname, Given Name, Email, Title, Gender, and Department or Cost Center Number (if applicable). The text 'Include First and Middle Name' is visible inside the Given Name input field. The text 'Select an option' is visible inside the Gender dropdown menu.

Traveler Profile Form

Surname(s) (required)

Surname

Given Name(s) (required)

Given Name

Include First and Middle Name

Suffix or Title (i.e. Jr., Dr.)

Email (required)

Title (required)

Gender (required)

Select an option

Department or Cost Center Number (if applicable)

Email Address, Title, Department or Cost Center Number

- What email do I use?
 - You can use your preferred email address of choice.
- What do I list as a 'Title'?
 - This is referring to your job title/ or role with APHL. You can list your 'Title' as Fellow in the Public Health Laboratory Fellowship Program.

The image shows a registration form with the following fields and highlights:

- Date of Birth:** Highlighted in green, with a date format 'mm/dd/yyyy' and a calendar icon.
- Government/Military ID:** Highlighted in yellow.
- Redress Number:** Highlighted in yellow.
- Known Traveler Number/TSA PreCheck:** Highlighted in yellow.
- Organization:** Highlighted in yellow.
- Office Phone Number:** Highlighted in red.
- Work Address:** Highlighted in green.
- Country:** A dropdown menu currently showing 'United States'.
- Address Line 1 (required):** A text input field.
- Address Line 2:** A text input field.

Government/Military ID, Organization, Office Number, Redress Number, Work Address, Home Address

- What do I put for Government/Military ID?
 - Leave this field blank, unless applicable.
- What is a Redress number? *Note: this does not require to be filled out on the form. *
 - “A redress number is a case number [issued by the Department of Homeland Security](#) that allows individual agencies like the TSA to properly identify travelers that may have been misidentified as those who require additional screening.”
 - Applicable to TSA flight secure program and can be located on passport.
- What do I put for organization? *Note: this does not require to be filled out on the form. *
 - If applicable, you can list the organization as Association of Public Health Laboratories (APHL).
- What do I put for office number? *Note: this does not require to be filled out on the form. *
 - You can list your personal phone number.
- What do I put for work address?
 - Your work address will be the APHL address provided: 7700 Wisconsin Avenue, Suite 1000, Bethesda, MD 20814
- What home address do I put?
 - You will list your personal address.

City (required)

State (required)

ZIP Code (required)

Cell Phone

Citizenship

Passport Number

Passport Date of Issue

mm/dd/yyyy

Place of Passport Issue

Passport Expiration Date

mm/dd/yyyy

Flight Preferences

Class of Domestic Service

Select an option

Flight Preferences

Class of Domestic Service

Select an option

N/A

Nonrefundable

Coach Excursion

Premium Economy

Full Coach

First Class

Flight Preferences

- Class of Domestic Service.
 - If you provide flight preferences, please list the domestic service class as N/A.
 - No other options are applicable.

Class of International Service

Select an option



Seating Preference for International Service

Select an option



If preferred seating is unavailable, I will accept:

Select an option



Meals

Select an option



Payment

In accordance with my company policy, my airline reservations are to be charged to the following. Leave blank if company uses a single card for all airline payments.

Name on Credit Card

Credit Card Vendor

Credit Card Number

Expiration Date

MM/YYYY

Security Code

Billing Address

Country

United States 

Address Line 1 (required)

Address Line 2

City (required) State (required) ZIP Code (required)

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Hotel guarantees to be charged to:

Skip if the information above is the same.

Name on Credit Card

Credit Card Vendor

Credit Card Number

Credit Card Information [for flight preferences]

- Do I need to fill out credit card information?
 - No, this is not needed because all flight transactions will occur using the APHL travel site.
- For Personal Travel: What if I don't have a credit card?
 - If you do not have a credit card, you are not required to enter the following information.

Personal travel to be charged to:

Skip if the information above is the same.

Name on Credit Card

Credit Card Vendor

Credit Card Number

Expiration Date

Security Code

Billing Address

Country

 

Address Line 1 (required)

Frequent Flier Membership

Please provide the exact number on the membership card.

Airline 1

Name

Number

PIN Number (Optional)

Airline 2

Name

Number

PIN Number (Optional)

PIN Number (Optional)

Type of Car

Select an option



Make/Model

Make/Model

Loyalty

If you have a loyalty/club membership with any of the following car rentals, please enter your membership number.

Avis/Wizard Number

Budget/Super Res Number

Hertz/Number 1 Number

National/Emerald Club Number

Other

Hotel Preferences

Hotel Type

Select an option



Room Type

Select an option



Smoking or Non-Smoking

☐ Smoking

☐ Non-Smoking

Preferred Hotel Chains in order of Preference. If you have a club membership with any of the following Hotel Chains that you list, please enter your membership number.

Hotel Chain 1

Membership for Hotel Chain 1

Hotel Chain 2

Membership for Hotel Chain 2

Hotel Chain 3