

## ARRIVAL REQUEST FORM

Name: \_\_\_\_\_ Andrews ID#: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Email: \_\_\_\_\_

Arriving At:  South Bend Airport (Flights)  South Bend Amtrak- \$35 one way  
 South Shore Train (South Bend Airport) - \$35 one way  
 South Bend Greyhound Station - \$35 one way  
 Benton Harbor Bus (Greyhound / Indian Trails) – \$30 one way  
 Niles Amtrak - \$30 one way

### Notes:

- When arriving at the South Bend Airport, the Transportation Driver will meet you at the outside of “Door C” (Nearest to Baggage Claim).
- If you need to change or alter your current reservation please call our office at 269-471-6492
- If you do not inform us of any changes to your travel plans, you will be charged for any extra trips made.

### I have read and agree to the above statements.

Travel Date: \_\_\_\_\_ Scheduled Arrival Time: \_\_\_\_\_

Name of Airline / Train / Bus: \_\_\_\_\_ Flight # / Train # / Bus #: \_\_\_\_\_

Coming from where (Just before South Bend): \_\_\_\_\_

Number of Passengers: \_\_\_\_\_

Person Requesting and Phone # (If Not Traveler): \_\_\_\_\_

Student  Guest  Faculty / Staff

Drop Off location and address \_\_\_\_\_

Payment Method:

Cash  Charge AU ID  Credit Card  CC# \_\_\_\_\_

Additional 3 % charge if paying by CC

IDC# for Departmental Charge: \_\_\_\_\_

**Driver Use Only:** Leave AU at: \_\_\_\_\_ Total Passengers: \_\_\_\_\_

Mileage IN: \_\_\_\_\_ Vehicle: \_\_\_\_\_ Arrived: \_\_\_\_\_

Mileage OUT: \_\_\_\_\_ Cash Paid: \_\_\_\_\_ Departed: \_\_\_\_\_

Driver Signature: \_\_\_\_\_ Passenger Signature: \_\_\_\_\_