

DEPARTURE REQUEST FORM

Name: _____ Andrews ID#: _____

Cellphone: _____

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

Note: Departure Times before Scheduled Flight / Train / Bus Time are as follows:

- 2 Hours for South Bend Airport
- 1 ½ hours for South Bend Greyhound & South Shore Train & Amtrak
- 1 ½ Hours for Niles Amtrak & Benton Harbor Bus
- 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 extra trips or expenses (parking, tolls, etc.)

I have read and agree to the above statements

Travel Date: _____ Scheduled Departure Time: _____

Name of Airline/Train/Bus: _____ Flight #/Train #/Bus #: _____

Number of Passengers: _____

Person Requesting and Phone # (If Not Traveler): _____

Student Guest Faculty / Staff

Pick up location (and Address if Off-Campus): _____

Payment Method: Cash Charge AU ID Credit Card _____

Additional 3% charge if paying by CC

IDC# for Departmental Charge _____

Driver Use Only: Depart AU at: _____ Total Passengers _____

Mileage IN _____ Vehicle _____ Arrived _____

Mileage OUT _____ Cash Paid _____ Departed _____

Driver Signature _____ Passenger Signature _____

After you have completed the form, please attach and send to trans@andrews.edu