

**ARRIVAL REQUEST FORM**

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

Cellphone: \_\_\_\_\_ Email: \_\_\_\_\_ Student \_\_\_ Guest \_\_\_ Faculty/Staff \_\_\_\_\_

All locations billed at \$50 one way, per person

- \_\_\_\_\_ South Bend International Airport
- \_\_\_\_\_ South Bend South Shore Station (SBA)
- \_\_\_\_\_ South Bend Amtrak, 2702 Washington Street
- \_\_\_\_\_ South Bend Greyhound Station, 100 W South Street
- \_\_\_\_\_ Niles, MI Amtrak Station, 598 Dey Street
- \_\_\_\_\_ Benton Harbor, MI Greyhound Station, 2412 M-139
- \_\_\_\_\_ St. Joseph, Amtrak Station, 410-1/2 Vine Street

**Things to NOTE:**

- **Requests made less than two business days before the requested travel time are subject to a \$40 late fee.**
- When arriving at the South Bend International Airport, the Transportation Driver will meet you outside of “Door C” (Nearest to Baggage Claim). All other locations – the driver will meet you outside of the buildings.
- If you need to change or alter your current reservation, please call 269-471-6492.
- Changes to your travel plans need to be made before the driver leaves, if not, you will be charged for any extra trips or fees.

\_\_\_\_\_ **I have read and agree with the above statements.**

Travel Date: \_\_\_\_\_ Scheduled Flight/Bus/Train Arrival Time: \_\_\_\_\_

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

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

Will you be collecting any bags from baggage claim? \_\_\_\_\_

Person Requesting Travel & Phone # (If Not Traveler) \_\_\_\_\_

DropOff Location on AU Campus or Address \_\_\_\_\_

**Payment Method:**

Charge to my Andrews AUID \_\_\_\_\_

Charge to my Department IDC# \_\_\_\_\_

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**For office use only**

Leave AU at: \_\_\_\_\_ Total Passengers: \_\_\_\_\_ Vehicle #: \_\_\_\_\_

Ending Mileage: \_\_\_\_\_ Arrived: \_\_\_\_\_

Beginning Mileage: \_\_\_\_\_ Departed: \_\_\_\_\_

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