

Andrews University

Office of Transportation

ARRIVAL REQUEST FORM

Name: _____ Andrews ID#: _____

Cellphone: _____ Email: _____ Student ___ Guest ___ Faculty / Staff ___

All locations billed at \$45 one way, per person

- _____ South Bend International Airport
- _____ South Bend South Shore Amtrak 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
- _____ St. Joseph, Amtrak Station, 410-1/2 Vine Street

Things to NOTE:

- Requests made less than 48 hours before requested travel time are subject to a \$25 late fee.
- When arriving at the South Bend International Airport, the Transportation Driver will meet you at the 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: _____

Person Requesting Travel & Phone # (If Not Traveler) _____

Drop Off Location on AU Campus or Address _____

Payment Method:

Charge to my Andrews AUID _____

Charge to my Department IDC# _____

For office use only

Leave AU at: _____ Total Passengers: _____ Vehicle #: _____

Mileage IN: _____ Arrived: _____

Mileage OUT: _____ Departed: _____

Driver Signature: _____

After you have completed the form, please save as a PDF and email to trans@andrews.edu