

DEPARTURE 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.**
- **Departure Times before scheduled Flight/Train/Bus are as follows:**
2 Hours for South Bend International Airport
1 ½ Hours for all other locations
- If you need to change or alter your current reservation after hours, please call 269-471-6492. Otherwise, email changes to trans@andrews.edu
- Changes to your travel plans need to be made at least 12 hours before your scheduled pickup, 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 Departure Time: _____

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

Number of Passengers: _____

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

Pick Up Location on AU Campus or Address _____

Payment Method:

Charge to My Andrews AU ID _____

Charge to my Department IDC # _____

For office use only

Pick up at: _____ Total Passengers: _____ Vehicle #: _____

Ending Mileage: _____ Arrived: _____

Beginning Mileage: _____ Departed: _____

Driver Signature: _____