

DEPARTURE REQUEST FORM

Name: _____ Andrews ID#: _____

Cellphone: _____

- Destination: South Bend Airport (Flights) South Bend Amtrak
 South Shore Train (South Bend Airport)
 South Bend Greyhound Station
 Benton Harbor Bus (Greyhound / Indian Trails)
 Niles Amtrak

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 any extra trips made.

I have read and agree to the above statements

Travel Date: _____ Scheduled Departure Time: _____

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

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 _____