



## 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 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, 24125 S Michigan Street #139
- \_\_\_\_\_ St. Joseph, Amtrak Station, 410-1/2 Vine Street

### Things to NOTE:

- X Requests made less than two business days before the requested travel time are subject to a \$25 late fee.
- X 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.
- X If you need to change or alter your current reservation, please call 269-471-6492.

X Changes to \_\_\_\_\_ 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) \_\_\_\_\_

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: \_\_\_\_\_

After you have completed the form, please save as a PDF and email to [trans@andrews.edu](mailto:trans@andrews.edu)