

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 after hours, please call 269-471-6492. Otherwise, email changes to trans@andrews.edu.
- 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 #: _____

Ending Mileage: _____ Arrived: _____

Beginning Mileage: _____ Departed: _____

Driver Signature: _____