

**DEPARTURE 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:**

- **Requests made less than two business days before the requested travel time are subject to a \$25 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, please call 269-471-6492.
- 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# \_\_\_\_\_

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**For office use only**

Leave AU at: \_\_\_\_\_ Total Passengers: \_\_\_\_\_ Vehicle #: \_\_\_\_\_

Ending Mileage: \_\_\_\_\_ Arrived: \_\_\_\_\_

Beginning Mileage: \_\_\_\_\_ Departed: \_\_\_\_\_

Driver Signature: \_\_\_\_\_