

AIRPORT SHUTTLE SERVICE REQUEST FORM

Customer Name: _____ Purchase Order # _____

Department: _____ Dept. # _____

Office Telephone: _____ Home Telephone: _____ Mobile: _____

Departure Pickup Location: _____

AIRPORT: Philadelphia International Baltimore Washington International
 Wilmington Train Station

DEPARTURE INFORMATION

Airline: _____ Flight Number: _____

Flight Departure Date: _____ Departure Time: _____ A.M.
P.M.

ARRIVAL INFORMATION

Airline: _____ Flight Number: _____

Flight Arrival Date: _____ Arrival Time: _____ A.M.
P.M.

AIRPORT SHUTTLE FEES:

Wilmington Train Station \$54.00
Philadelphia International Airport \$ 84.00
Baltimore Washington International Airport 104.00

Fees are based on one passenger, one-way. Multiple passengers being picked up and dropped off at the same location will be charged the one-way fee plus 10% for each additional passenger.

EXAMPLE: Three travelers to BWI
1st passenger one-way \$104.00
2nd passenger one-way \$10.40
3rd passenger one-way \$10.40
Total cost one-way, three passengers \$124.80

There is an additional fee for resident pick-up and drop-off. Contact Fleet Services for pricing.

Airport shuttle will be handled on a first come, first serve basis. All requests should be received three days prior to request date. If flight information changes can result in driver change or request could be denied.

TO BE COMPLETED BY THE OFFICE OF FLEET SERVICES ONLY:

DEPARTURE DATE: _____ PICK-UP TIME: _____

COMPLETED BY: _____ DATE: _____

TIME: _____ DRIVER ASSIGNED: _____