

Pace University Charter Bus - REQUEST FORM

**Until we receive Department Chargeback Index Number,
we will not be able to confirm your trip**

Day:		For Transportation Office Use ONLY Charter or Loaner Request Order Number:
Date of Trip:		
Name of Event:		
Destination:	If more than one destination, please enter it here:	
Contact:	Cellphone #:	
Contact:	Cellphone #:	
**Department Charge INDEX #	**Department Charge INDEX #	
** Please NOTE confirmation of the service request will NOT be confirmed until correct Index Number is provided		
How many passengers: MUST FURNISH A CONFIRMED LIST OF PASSENGERS THE DAY BEFORE TRIP AND RE-CONFIRM THE MORNING OF TRIP THIS PASSENGER LIST MUST BE SENT TO CAROLINA M SALCEDO csalcedo@pace.edu		
Campus Pickup Location:	Departure Time:	
Destination Name Drop Off:	Approximate Arrival Time:	
Destination Name Pick-up:	Departure Time:	
Campus Drop off:	Approximate Arrival Time:	
Special Requirements by the Trip Requestor:		
<p>All reservations for transportation services require sufficient advanced notice from the requestor to the Transportation Office.</p> <p>RESERVATIONS: A reservation for a Pace University bus should be made at the same time as you are planning your travel/event arrangements. It is preferable that our office receives your request a month (20 business days) in advance to achieve confirmation quickly.</p> <p>Should you have an unexpected event, please contact Carolina Salcedo at 845-235-4500 ASAP, and follow up with an email to csalcedo@pace.edu.</p> <p>CANCELLATIONS: A confirmed reservation may be cancelled without penalty no less than 2 business days prior to the travel/event plan. Anything less, a cancellation fee will apply.</p>		