

## DEPARTURE REQUEST FORM

Name: \_\_\_\_\_ Andrews ID#: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Email: \_\_\_\_\_ Student \_\_\_\_\_ Guest \_\_\_\_\_ Faculty/Staff \_\_\_\_\_

All locations billed at \$ \_\_\_\_\_ 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 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 \$ \_\_\_\_\_ late fee.

Departure Times before scheduled Flight/Train/Bus are as follows:

Changes to your travel plans need to be made at least 12 hours before your scheduled pickup, if \_\_\_\_\_