AIRPORT SHUTTLE SERVICE REQUEST FORM

Employee 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: __________ A.M.

Flight Departure Date: _____________________ Departure Time: __________________ P.M.

ARRIVAL INFORMATION

Airline: ___________________________________________ Flight Number: __________ A.M.

Flight Arrival Date: _____________________ Arrival Time: __________________ 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

If there are more than 3 passengers or multiple pick-up and drop-off locations call 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: ________________________________