

# 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: \_\_\_\_\_