

BUS RESERVATION FORM

Phone: (302) 857-6274 Fax: (302) 857-6277

PLEASE COMPLETE EVERY LINE

DEPARTMENT _____ DEPT # _____ PHONE _____ FAX _____

DESTINATION _____ PURPOSE _____

Weekday _____ Weekend _____ Overnight _____

BILL TO DEPT # _____ PO# _____ AMOUNT OF PO \$ _____

DEPARTURE DATE _____ TIME OF PICK UP _____ AM PM

RETURN DATE _____ TIME OF TURN IN _____ AM PM

Pickup Location: _____

Review Information Bullets...

- *Bus holds 47 passengers.*
- *Bus DOES NOT have a restroom.*
- *Bus will only travel 500 miles round trip or less.*
- *If travel involves overnight stay, department is responsible for driver accommodations.*
- *Driver meal/meals are covered by the department. (If department stop for meals)*
- *Bus is used for Official DSU Business only.*
- *All trash MUST be removed from bus.*
- *Department will be billed after each trip.*
- *Driver and Customer can discuss stops for breaks, if needed.*

All request are handled on a first come, first serve basis.

Signature of approving authority

Title