Pace University Charter Bus - REQUEST FORM

We will not be able to confirm your trip without a Department Chargeback Index Number

THE TRIP EXPENSE CHART SAMPLE BELOW IS FOR YOUR USE ONLY

This will assist with an overall approximate cost for your Group Trip Planned.

All trip plans <u>MUST</u> be discussed, reviewed and approved by your department budget representative prior to submitting any Charter Request Form to the Transportation Department. They can assist you with the correct department index number for your specific group trip.

Total Mileage for Trip (Subject to \$2.85 x mileage = totals Roundtrip fees from transportation facility to destination and back change due to higher fuel prices) Driver's Hourly Fee is \$48.00 \$48.00 per hour for duration of Include: Charter • 3 hours prior to pick up location • Total hours for duration of **Charter including Standby** total hours Total Toll Fee(s) based on state May be Less or More depending on \$150.00 rate start at \$150.00 state highway(s) used Parking Fees(s) Name of Parking Garage, State \$100.00 to \$160.00 \$100.00 to \$160.00 per bus and Estimated Rates. Location and Location (Zip Code) depending on location garage Duration Timeframe availability **OVERNIGHT TRIPS** Expenses for hotel and meals for the Bus Driver must be covered by the requesting department organizer for the group trip. **Cleanliness Fees / Subject to Fees vary, depending on the May be Waived depending on Bus evaluation and how it was Charter Bus size or Buses Returned state and returned Fees start at \$550.00 up condition, interior damage to the \$550.00 up to \$1150.00 to \$1150.00 bus(es) will apply Additional cost will apply based on added miles, hours, tolls and **Other Miscellaneous Expenses** parking if applicable. Incurred at the request of Trip Lead to stop or go somewhere beyond original request

Any questions, contact Carolina at 914-923-2760

All Charter Bus Service Requests Forms must be submitted 3 to 4 weeks prior to the planned trip date.

CONFIRMATION: The Transportation Department will not guarantee your reservation without a Department Index Number on the Charter Bus Request Form.

CANCELLATIONS:

A confirmed reservation may be cancelled without incurring a penalty charge of \$240.00. Cancellation Noticed must be received 2 business days (48 hours) prior to travel/event date.

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we will NOT be able to confirm your trip Any questions, contact Carolina at 914-923-2760		
DAY: Monday – Tuesday – Wednesday – Thursday – Friday – Saturday - Sunday For Transportation Office Use		
		ONLY
Trip Date:		Charter Request Order
Event Name:		Number:
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:		
POLICY MUST FURNISH A LIST OF PASSENGERS <u>THE DAY BEFORE TRIP AND RE-CONFIRM THE MORNING OF TRIP.</u>		
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:		
All Charter Bus Service Requests must be submitted 3 to 4 weeks prior to the planned trip date.		
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CANCELLATIONS:		
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