

**PACE UNIVERSITY**  
**TRANSPORTATION DEPARTMENT**  
DEPARTMENTAL COMMUNICATIONS

**RESERVATION / CANCELLATION POLICY**  
**RESERVATION GUIDELINES FOR PACE UNIVERSITY VEHICLES**

(if you require a coach bus, review the policy for coach buses at [www.pace.edu/transportation](http://www.pace.edu/transportation) ).

**Lead time is the key to successful reservations!**

**RESERVATIONS:** A reservation for any of the Pace University buses, vans, mini vans or sedans, should be made at the same time you are beginning to make your travel/event plans. They almost can never be “too soon!” On the other hand they can be “too late!”

The latest we can accept your reservation with any reasonable assurance that it can be honored is 20 business days (four weeks) prior to the event. No reservation is guaranteed until it is confirmed.

Reservations may be faxed to the Transportation Department office @ (914) 923-0651 (dial all 7 digits) or sent via email to [fcrespo@pace.edu](mailto:fcrespo@pace.edu)

- Reservations require typewritten instructions to prevent any misunderstandings.
- “Voice Mail” reservations cannot be honored.
- All reservations are to be in the format provided at [www.pace.edu/transportation](http://www.pace.edu/transportation) Look & click on forms: Trip Request if we are driving you, or Loaner Vehicle Request form if you are a University Authorized driver for your event.
- Accepted reservations will receive a confirmation number and returned to the sender by fax.
- All reservations requests and inquiries require an authorized budget number.
- Students and their Organizations also require the authorized signature of the staff of the office of the Dean for Students on the respective campus prior to submitting any requests.

**CANCELLATIONS:** A confirmed reservation for University owned vehicles may be cancelled without penalty no less than 2 business days prior to the travel/event plan, unless our confirmation states otherwise.

- **Cancellation fees are a minimum University formula charge of a minimum of \$168.00.**