

P A C E U N I V E R S I T Y
TRANSPORTATION DEPARTMENT
DEPARTMENTAL COMMUNICATIONS

To All User Departments of Pace University Transportation Services

On the following page(s) you will find our publication of the reservation policy of the Transportation Department. Please take a moment to read this policy now so that your events will be well served by your transportation options.

Here's a summary:

- All reservations for transportation services require sufficient advanced notice to the provider.
- All reservations for University owned vehicles will be made using the appropriate form(s) at www.pace.edu/transportation. If we (Pace Transportation) are the driver for your event, use "*Trip Request*" form and fax the completed form to us; if you are a University Authorized Driver for your event, use "*Loaner Vehicle Request*" form.
- Should you elect to contract with an approved outside vendor for your transportation needs, you would select a vendor from the *Approved Charter Company List* available at www.pace.edu/transportation, and you must provide that vendor with a Purchase Order from your budget area.
- Cancellations policies of outside vendors and Pace Transportation services, are in full effect. Applicable charges must be understood by the user department.

If you have any questions concerning these procedures, please contact me.

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