

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 MUST 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.

Any questions, contact Carolina at 914-923-2760

Total Mileage for Trip (<i>Subject to change due to higher fuel prices</i>)	\$2.85 x mileage = totals	Roundtrip fees from transportation facility to destination and back
Driver's Hourly Fee is \$48.00	\$48.00 per hour for duration of Charter	Include: <ul style="list-style-type: none"> • 3 hours prior to pick up location • Total hours for duration of Charter including Standby total hours
Total Toll Fee(s) based on state rate start at \$150.00	\$150.00	May be Less or More depending on state highway(s) used
Parking Fees(s) \$100.00 to \$160.00 per bus and depending on location garage availability	\$100.00 to \$160.00 Estimated Rates, Location and Duration Timeframe	Name of Parking Garage, State Location (Zip Code)
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 evaluation and how it was returned Fees start at \$550.00 up to \$1150.00	Fees vary, depending on the Charter Bus size \$550.00 up to \$1150.00	<i>May be Waived</i> depending on Bus or Buses Returned state and condition, interior damage to the bus(es) will apply
Other Miscellaneous Expenses Incurred at the request of Trip Lead to stop or go somewhere beyond original request	Additional cost will apply based on added miles, hours, tolls and parking if applicable.	

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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DAY: Monday – Tuesday – Wednesday – Thursday – Friday – Saturday - Sunday

For Transportation Office Use ONLY

Trip Date:

Charter Request Order Number:

Event Name:

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 THE DAY BEFORE TRIP AND RE-CONFIRM THE MORNING OF TRIP.

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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