

PACE UNIVERSITY TRANSPORTATION

Charter Bus Request Form

2026-2027 Fiscal Year

CRITICAL REQUIREMENT: Transportation Services cannot confirm your request without a valid, approved Department Chargeback Index Number.

SUBMISSION DEADLINE: Requests must be submitted a **minimum of 4 to 6 weeks** prior to your departure date. Requests submitted late are subject to availability. Incomplete forms will not be processed.

POLICIES AND PROCEDURES

Cancellation Policy: Cancellations must be sent via email to Carolina M. Salcedo csalcedo@pace.edu at least 3 business days (72 hours) before the travel date to avoid a penalty fee.

Passenger List Policy (Critical Requirement): To comply with NYS DOT regulations, a complete passenger manifest must be emailed to csalcedo@pace.edu the day before departure and re-confirmed the morning of the trip.

Manifest Requirements: The list must include every passenger's information (student, faculty and chaperone):

- First and last name
- Pace email address
- Cell phone number

Questions? Contact Carolina M. Salcedo at (914) 923-2760 or (914) 923-2834.

CONTACT & BILLING INFORMATION

All fields in this section are strictly required for confirmation.

Event Name: _____

Department / Organization Name: _____

Department / Organization Name: _____

Primary Trip Coordinator Name: _____

Primary Contact Cell Phone: _____

Primary Department Chargeback INDEX Number: _____

Primary Budget Representative Name: _____

Secondary Trip Coordinator Name: _____

Secondary Contact Cell Phone: _____

Secondary Department Chargeback INDEX Number: _____

Secondary Budget Representative Name: _____

TRIP SCHEDULE INFORMATION

All fields in this section are strictly required for confirmation.

Trip Date (MM/DD/YYYY): _____

Day of the Week: _____

Total Number of Passengers: _____

DEPARTURE DETAILS (Outbound)

All fields in this section are strictly required for confirmation.

Campus Pickup Location: _____

Departure Time from Campus: _____

Destination Drop-off Location: _____

Approximate Arrival Time at Destination: _____

RETURN DETAILS (Inbound)

All fields in this section are strictly required for confirmation.

Destination Pickup Location: _____

Departure Time from Destination: _____

Campus Drop-off Location: _____

Approximate Arrival Time Back at Campus: _____

ADDITIONAL DETAILS & SPECIAL REQUESTS

All fields in this section are strictly required for confirmation.

Additional Destinations / Waypoints (if applicable): _____

Special Requirements (e.g. ADA accessibility, storage needs): _____