



## Request Form

### Special Shuttle Transportation

Today's Date:

Department Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Extension \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Destination: \_\_\_\_\_

Number of passengers: \_\_\_\_\_

Pick up location: \_\_\_\_\_

**I authorize the finance office to charge the following account number for shuttle transportation.**

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# of hours

Total cost \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Additional Comments:

Please see Airline attachment

Printed Name: \_\_\_\_\_

A shuttle is available for Roger Williams University sponsored group events. **There is a charge for this service. Please contact [shuttleservice@rwu.edu](mailto:shuttleservice@rwu.edu) for cost.** The department requesting this service is responsible for providing an account number prior to the scheduled date. All costs associated with the scheduled trip are the responsibility of the department or group. If the total hours differs from above, an amended request will need to be submitted

**Twenty-four hours advance notice is required for all trip cancellations.**

Please email the form to [shuttleservice@rwu.edu](mailto:shuttleservice@rwu.edu) and forward a signed copy to Public Safety