

Department _____

Conf No. _____

Requested By _____

Speed Code _____

Email Address _____

Telephone _____

Mailing Address _____

Purpose of Trip	
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BUS INFORMATION

Date Out (departure)		Time Out (departure)	
Date In (Return)		Return Time (leaving site)	

Pickup Location	
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It is the Department's responsibility to supply a Completed Itinerary to Vehicle Pool at least one week prior to departure for all Charter buses that are traveling out of town. This itinerary is forwarded by the Vehicle Pool to the bus company to ensure all of the bus details are correct. If the itinerary is not received Vehicle Pool cannot ensure that the bus booking details will be correct.

(If you require more space for multiple locations attach an itinerary on a separate page)

If available, is the bus required to stay? Yes No

Point(s) of Interest Stops (include city or town)

PASSENGER INFORMATION

Number of Passengers: _____

Group Contact Name: _____

Group Contact Number: _____

Authorized by: _____

Signature

Telephone No: _____