



DREXEL UNIVERSITY

Real Estate and Facilities

TRANSPORTATION REQUEST FACILITIES MANAGEMENT

Department to be charged:

Fund and Org #:

Destination:

(Include address & zip code for directions)

Pickup location:

(Include address & zip code for directions)

Number of passengers:

Special requirements:

Pickup:

Return:

Date	Time (AM/PM)

Contact person:

Email address:

Approved by:

	Phone:
	Date:

(Departmental signature)

Driver use only					
	Name	Vehicle #	Start time	End time	ST/OT/DT
Driver #1			AM/PM	AM/PM	
Driver #2			AM/PM	AM/PM	

This form is to be used for all transportation requests and may be found online at

www.drexel.edu/facilities/transportation. Fill the form out completely & submit it to traninfo@drexel.edu at least **one week in advance of your requested trip.**

Once you submit your transportation request, you will receive confirmation via email. You must supply an email address to receive confirmation. For cancellation or confirmation info, either call **(215) 895-1700** or email

traninfo@drexel.edu during normal business hours **(M-F 8am to 5pm)**.

If there is an emergency outside of normal business hours, please contact **Public Safety** at **(215) 895-2822**.