

TRANSPORTATION SERVICES REQUEST

PAGE 1 OF 2

BOTH SECTIONS BELOW (EVENT AND BILLING) MUST BE COMPLETED BY THE REQUESTOR BEFORE SUBMITTING THIS REQUEST TO UPD.

YOU ARE AGREEING TO THE "TERMS AND CONDITIONS" LISTED ON PAGE 2 OF THIS FORM WHEN YOU REQUEST SERVICES.

RETURN COMPLETED FORM TO:

**LINDI SWOPE – TRANSPORTATION COORDINATOR
UNIVERSITY POLICE DEPARTMENT
WOODHULL HOUSE, FAX NUMBER: 994-6115**

EVENT DETAILS

CONTACT PERSON:	PHONE NUMBER:	FAX NUMBER:
DEPARTMENT/ORGANIZATION REQUESTING SERVICE:	ROOM AND BUILDING/ADDRESS	
DATE OF TRIP	<input type="checkbox"/> GW TROLLEY	<input type="checkbox"/> BUS
PICK UP LOCATION	DROP OFF LOCATION	
PICK UP TIME	NUMBER OF PASSENGERS	
DESCRIBE, IN DETAIL, WHAT THIS TRIP ENTAILS.		
SPECIAL NEEDS OR REQUESTS IN REGARDS TO THE SERVICE FOR THIS EVENT:		
ARE THERE ANY KNOWN WHEELCHAIR-BOUND RIDERS? YES NO		

TRANSPORTATION SERVICES REQUEST

PAGE 1 OF 2

BILLING DETAILS

PERSON TO BE INVOICED	PHONE NUMBER
DEPARTMENT	ADDRESS
ORACLE ALIAS (REQUIRED)	ACCOUNT 59502
PROVIDE THE ORACLE ALIAS TO BE BILLED BY JOURNAL ENTRY: <i>IF YOU DO NOT KNOW THE ALIAS PLEASE CONTACT THE ORACLE HELP DESK AT (202) 994-5530 (OPTION 4) AND THEY WILL HELP YOU TO ACCESS THAT INFORMATION.</i>	

TERMS AND CONDITIONS:

1. Any department/organization requesting the use of the Trolley, Bus, or other vehicles for special events will be charged an hourly rate. The current rates and a list with the size of available vehicles can be accessed on UPD's Web site at <http://gwired.gwu.edu/upd> under the "Transportation" heading.
2. There is a (3) three-hour minimum charge for all vehicles. The price list reflects the 3-hour minimum.
3. UPD requires three (3) business days to schedule a driver for an event. There will be an additional charge of \$100 for each request that is received and honored with less notice. We would appreciate as much notice as possible!
4. If the vehicle request is cancelled by the requestor with less than 24 hours notice, the department or organization will be charged the minimum of three (3) hours.
5. Payment for services is completed through Journal Entry only. You must provide an oracle alias number for us to schedule a trip. Any exception to this must be cleared through the Chief and payment must occur prior to the event.
6. UPD must charge transportation services to Account 59502. Please do not request services to be charged to another account number.