

Transportation Request

Today's Date _____

Name/Driver: _____ Dept/Acct #: _____
DMV Approved ____

Destination: _____ Travel Dates: _____
Pick up Time: _____ Drop off Time: _____

Event: _____

of Passengers: _____ # of Days: _____ # NDHS Van (**10-Passenger Only**): _____
of Rental Vans (**7-Passenger Only**): _____ # of Rental Cars: _____

School Bus (approx 52 persons): _____ or Charter "luxury" Bus (approx 47 persons): _____

Departure time from NDHS: _____ Departure time from Destination: _____

Other Driver's _____
DMV Approved ____ DMV Approved ____

Signature: _____ Dept Head Approval: _____



➤ Please give a *minimum* of **TWO WEEKS** advance notice on all transportation requests. The more advance notice given, the more likely the reservation can be accommodated.