

**TIGER TRANSIT
CHARTER SERVICE INFORMATION AND REQUEST FORM**

Form Updated February 2011

All information is required and must be typed in.

Forms submitted which are not typed in, where all portions have not been filled out and without the required paperwork and signatures will be returned and force a delay in processing your request. We will not process any request without these requirements being met.

Billing and FOP Information

SUBMIT A SEPARATE FORM FOR EACH DATE OF SERVICE IS BEING REQUESTED FOR

Specific Fund and Organization information can be obtained by going through AU ACCESS.

Today's Date: _____	Billing E-Mail: _____
Department: _____	Name of this Person: _____
Billing Address: _____	Charter Date: _____
_____	_____

One Form for Each Date of Service is Required.



For billing purposes, a valid chart "A" FOP is required



Please Note: It is the responsibility of the chartering department to provide valid chart "A" FOP information to Tiger Transit. Should erroneous FOP information be submitted by the chartering department and the account billed for charter services received, it remains the responsibility of the chartering department to file a Department Error Correction (DEC) Form. Should the error have been made by Tiger Transit, please notify us and we will file the paperwork to make the correction.

Fund Number: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>							Fund Name: _____
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Authorized Signature

This page must be signed in order to schedule charter service.

Your signature indicates that you've read and agree to the terms and conditions outlined in the Tiger Transit Charter Service Information document.

TIGER TRANSIT CHARTER SERVICE REQUEST FORM

Form Updated February 2011

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Department, Contact and Charter Information

SUBMIT A SEPARATE FORM FOR EACH DATE OF SERVICE IS BEING REQUESTED FOR

Chartering Dept. _____	Secondary Contact: _____
Primary Contact: _____	E-Mail: _____
E-mail: _____	Phone: _____
Phone: _____	Fax: _____
Fax: _____	Cell: _____
Cell: _____	Destination Name: _____
Departure Date: _____	Address: _____
Departure Time: _____	City, State, Zip _____
Depart Location: _____	Return Time: _____
Address: _____	# Passengers _____
City, State, Zip _____	Return Location: _____
# Passengers: _____	Address: _____
No. Buses _____	City, State, Zip _____

Is a wheelchair accessible bus needed?

YES

NO

Will luggage or bulky items be placed on the bus(es)?

YES

NO

Charter Details/Specific Instructions

If there is not enough room on this form to add all details and instructions, you may include them on a separate sheet.

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Tiger Transit
102 Samford Hall
Auburn University, AL 36849-5545

Phone: (334) 844-4757 Fax: (334) 844-7757

**TIGER TRANSIT
CHARTER SERVICE INFORMATION AND REQUEST FORM
CHARTER CHECKLIST**

Form Updated February 2011

Did you remember to....

-  _____ Read the Charter Service Information document?
-  _____ Type in **all** information?
-  _____ Include **all** chart "A" FOP information?
-  _____ Include a primary and secondary contact?
-  _____ Include all contact information for the primary and secondary contact, including cell numbers?
-  _____ Include driving directions to/from destination, maps, information concerning cost of toll fees, cost of admission, fees, cost of storage or parking fees?
-  _____ Include group/individual itineraries?
-  _____ Include (for charters going to the airport) flight information for each member of the chartering group's party?
-  _____ Indicate whether or not wheelchair accessible buses are needed?
-  _____ Indicate whether or not luggage or bulky items will be placed on the bus(es)?
-  _____ Include charter details/specific instructions?
-  _____ Include the authorized signature on all pages they are required on?

Please note: This page is provided for your convenience and does not have to accompany the paperwork required to be submitted before charter service can be scheduled.