

\_\_\_\_\_ARRIVAL

\_\_\_\_\_DEPARTURE

\_\_\_\_Schedule  
\_\_\_\_Excel  
\_\_\_\_A/D  
\_\_\_\_Pink  
\_\_\_\_Envelope  
\_\_\_\_Email

OFFICE USE ONLY

**TRANSPORTATION REQUEST**

Program/Meeting: \_\_\_\_\_

Name (PLEASE PRINT) \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

ARRIVAL DATE \_\_\_\_\_ DEPARTURE FROM \_\_\_\_\_

Initial flight

1) Airline \_\_\_\_\_ Flight # \_\_\_\_\_ Departure Time \_\_\_\_\_ AM/PM

**If you have a nonstop flight, proceed to line 4. If not, please provide information regarding your connecting flight on lines 2 and 3.**

2) My initial flight is scheduled to arrive in \_\_\_\_\_ at \_\_\_\_\_ AM/PM  
Airport Time

3) My connecting flight: \_\_\_\_\_ is scheduled to depart \_\_\_\_\_ AM/PM  
Airline, Number

4) Arriving airport \_\_\_\_\_ Arrival Time \_\_\_\_\_ AM/PM

**TRAVEL ITINERARY FROM ADRIAN TO YOUR RESIDENCE**

DEPARTURE DATE \_\_\_\_\_ AIRPORT \_\_\_\_\_

Airline \_\_\_\_\_ Flight \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

**Please return this form at least 15 days prior to your arrival date to:**

MAIL: Transportation Services – 1257 E. Siena Heights Drive – Adrian, MI 49221-1793

FAX: (517) 266-3710 EMAIL: syoung@adriandominicans.org

**FEE FOR THIS SERVICE IS \$30.00 EACH WAY**

**Directions for arrival:**

- Go directly to baggage claim area (lower level); go outside and wait at the curb facing the traffic. **McNamara Terminal:** Go to baggage door 5. **North Terminal:** go to baggage door 4. Doors are marked on the outside of the terminal.
- All arrivals: Drivers will display the “ADRIAN” sign.
- Drivers are not allowed to park the car at the curb or leave the car. If you do not flag the car down in time it will take another 4 to 5 minutes for the driver to get back to the terminal.

**NOTE** If there is a problem or change in your plans, please call the Adrian Dominican Sisters Transportation Office at **517-266-3731** during office hours, Monday-Friday, 7:30 a.m. - 4:00 p.m. If there is no answer or you are calling outside of office hours, please call **517-266-3989**.