CHARTER BUS REQUEST
Student Activities Use Only
Riteway Contacted: ________ Quote: ________ ○
Lamers Contacted: ________ Quote: ________ ○

ALL CHARTER BUS REQUESTS MUST BE BOOKED BY STUDENT ACTIVITIES UTILIZING THE MOST CURRENT STATE CONTRACTED SUPPLIER.

Contact Information
Organization Name: __________________________________________ Date Submitted: __________
Contact Information - Name: ___________________________ Cell: ________________ E-mail: __________________

Event Information
Name of Conference/Event: __________________________________________ Date(s) of Conference Event: __________
Location of Conference/Event: __________________________________________

Trip Information
No. of Passengers: ________ Trip Type: ○ One Way ○ Round Trip (Multi-day trips may require an itinerary for an exact quote.)
Type of Vehicle Desired: ○ Deluxe Motorcoach (47-55 passenger) ○ Executive Coach (26 passenger)
○ Minicoach (21-29 passenger) ○ School Bus (avg. 45 passenger; various sizes)
Charter Service: ○ Airport Shuttle ○ Team/School Outing ○ Multi Day Tour ○ Site to Site ○ Sporting Event/Concert
Will you require local use while at your final destination? ○ Yes ○ No

Pick-Up Information
Name of School/Stadium/Convention Center, etc. __________________________________________
Address: __________________________ City: __________________________ ST/Zip: __________
Date: __________ Time: ________ ○ AM ○ PM (or) Airport: __________ Airline: __________ Arrival Date/Time: ________

Destination Information
Name of School/Stadium/Convention Center, etc. __________________________________________
Address: __________________________ City: __________________________ ST/Zip: __________

Return Information
Name of Specific Pick-up Point: __________________________________________
Address: __________________________ City: __________________________ ST/Zip: __________
Date you would like to leave for the return: __________ Time you would like to leave for the return: ________ ○ AM ○ PM
(or) Airport: __________ Airline: __________ Arrival Date/Time: ________

Additional Comments: __________________________________________

➢ Organizations are funded by segregated University fees and these funds cannot be used for academic, personal, political, commercial gain, or other purposes not authorized by UW-System policy.
➢ By signing this form you are committing your funds for the conference/event listed above.
➢ If a student does not use the bus for the conference/event listed above the cost of the bus ticket must be repaid.

Authorization

<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
<th>Print Name</th>
<th>Date</th>
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<tbody>
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<td>Organization Officer</td>
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<td>Student Activities</td>
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