

Andrews University

Office of Transportation

STUDENT NON-EMERGENCY MEDICAL APPOINTMENT REQUEST FORM

Requests made less than two business days before the appointment time are subject to a \$25 late fee.

NAME: _____ ANDREWS ID: _____

CELL PHONE: _____ EMAIL: _____

DESTINATION:

____ UNIVERSITY MEDICAL SPECIALTIES (No charge if arranged by UMS)

____ St Joseph, MI (\$45.00 per trip)

____ Benton Harbor, MI (\$45.00 one way)

____ Bridgeman/Buchanan, MI (\$45.00 one way)

____ Niles, MI (\$45.00)

____ Berrien Springs, MI (\$15.00 one way)

____ Other: (Based on final medical destination)

The \$45 fee provides an AU Driver for 60 minutes. Extra time is billed at \$25.00 per additional ½ hour.

DATE OF APPOINTMENT _____ SCHEDULED APPOINTMENT TIME _____

PICKUP LOCATION: _____

Name & Address of Final Destination: _____

PAYMENT METHOD: AU ID _____ Department IDC _____

OFFICE USE ONLY: DEPART AU _____ PASSENGERS _____

TRIP-1 Beginning MILEAGE _____ TRIP-1 Ending MILEAGE _____

TRIP-2 Beginning MILEAGE _____ TRIP-2 Ending MILEAGE _____

PASSENGER SIGNATURE: _____

DRIVER SIGNATURE: _____

Send completed form to trans@andrews.edu. Cancellations should be made at least 24 hours before the expected Depart AU time by emailing or calling our emergency number 269-471-6492.