

# Shuttle-UM Charter Services

Trip Request Form

transportation.umd.edu/shuttle-um/charter

UNIVERSITY OF MARYLAND

## 1 Fill it out

Fields marked \* are required. Section 4 (billing) tells us who approves the charge.

## 2 Save, then email

Use Save, not Print to PDF. Email it to charterum@umd.edu with the subject "Charter Request" and your trip date (first date if several).

## 3 We respond in 5 business days

Counted from the day we receive a complete request. A long itinerary? Paste it into your email or attach it as a separate file.

### BILLING: INTERNAL WORKDAY ONLY

EFFECTIVE JULY 1, 2026

We accept internal billing through Workday only. Every trip must be billed to a worktag:

USource

Grant

Project

Gift

#### 1 Send your request

Complete, with the name and email of your approver.

#### 2 We send an estimate

For budget approval. No date or vehicle is held yet.

#### 3 We hold your trip

After your worktag and the approver signature, within 14 days.

Need an estimate before your approver can approve funds? Check the box in Section 4. We still hold nothing until step 3 is done.

#### EXTERNAL PARTNER?

Working with a campus unit, such as Conference & Visitor Services, Admissions or the Stamp, among many others? Talk to your campus coordinator before you submit. Many units arrange payment through their own internal billing, and your coordinator will tell you if that is available to you.

## 1. YOUR INFORMATION

REPRESENTATIVE NAME \*

DEPARTMENT / ORGANIZATION \*

EMAIL ADDRESS \*

PHONE NUMBER \*

BUILDING / OFFICE OR MAILING ADDRESS

## 2. DAY-OF CONTACT

Someone who will be present on the trip or reachable by phone during the trip.

CONTACT NAME

MOBILE NUMBER

PERSONS AUTHORIZED TO MAKE CHANGES

## 3. TRIP DETAILS

Write the date with its weekday, like Fri 10/9/2026. For a series, put the first date here and the rest in Section 7.

FIRST TRIP DATE + DAY OF WEEK \*

PASSENGERS \*

PURPOSE OF TRIP \*

☐ Series of trips? Check here and list every date in Section 7.

## 4. BILLING (WORKDAY WORKTAG)

\* Required for your estimate. Worktag type and number are needed before we hold your trip.

WORKTAG TYPE

☐ USource

☐ Grant

☐ Project

☐ Gift

WORKTAG NUMBER / ID

WORKTAG APPROVER NAME (YOUR BILLING CONTACT) \*

WORKTAG APPROVER EMAIL (UMD.EDU, NOT STUDENT) \*

ALSO SEND FINAL INVOICE TO (OPTIONAL)

EXTERNAL PARTNER? CAMPUS UNIT & COORDINATOR (OPTIONAL)

APPROVAL STATUS (CHECK ONE)

☐ My worktag approver has agreed to this charge.

☐ I need an estimate first so my approver can approve funds.

5. VEHICLE SELECTION

Select your preferred vehicle. Not sure? Check "Not Sure" and we will recommend one based on your group size and trip details.

|                                                                                                                          |                                                                                                                                        |                                                                                                                                        |                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <div><b>Motorcoach</b><br/>54 pax · Interstate &amp; multi-day<br/>4-hr min · Not ADA<br/><input type="checkbox"/></div> | <div><b>Large Transit Bus</b><br/>37 pax · 50-mi radius<br/>2-hr min · ADA · Limited &amp; seasonal<br/><input type="checkbox"/></div> | <div><b>Small Transit Van</b><br/>15 pax · 50-mi radius<br/>2-hr min · ADA · Limited &amp; seasonal<br/><input type="checkbox"/></div> | <div><b>Sprinter Van</b><br/>13 pax · 100-mi radius<br/>2-hr min · Not ADA<br/><input type="checkbox"/></div> |
| <div><b>SUV</b><br/>5 pax · Interstate &amp; multi-day<br/>2-hr min · Not ADA<br/><input type="checkbox"/></div>         | <div><b>Mixed Fleet</b><br/>Multiple vehicle types<br/>Describe in Section 8<br/><input type="checkbox"/></div>                        | <div><b>Not Sure</b><br/>Let us recommend based on<br/>your group &amp; trip<br/><input type="checkbox"/></div>                        |                                                                                                               |

NUMBER OF VEHICLES NEEDED

NEED ADA ACCESSIBLE VEHICLE?

☐ Yes    ☐ No

PREFERENCE (E.G., MOST ECONOMICAL)

6. TRIP TYPE

Pick the closest match. Trip does not fit, or mixes types? Leave this blank and describe it in Section 8. We will sort it out.

|                                                                                                                        |                                                                                                                           |                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Drop-Off / Pick-Up</b><br>Drop off at a destination, bus leaves, returns later to pick up. | <input type="checkbox"/> <b>Continuous / Shuttle</b><br>Bus stays with the group and runs continuously between locations. | <input type="checkbox"/> <b>Airport / Rail Transfer</b><br>One-way transfer to/from an airport or train station. |
|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|

7. ITINERARY

One stop per row, in order. Campus stops can be a building name. Off-campus stops need a full street address.  
Airport trips: add the airline, flight number and time. Series of trips? Give each date with its weekday. Need more room? Continue on page 3.

| TIME                        | LOCATION & ADDRESS                                       | INSTRUCTIONS                                       |
|-----------------------------|----------------------------------------------------------|----------------------------------------------------|
| <small>e.g. 8:00 AM</small> | <small>e.g. Stamp Student Union, College Park MD</small> | <small>e.g. Group boards at the main lobby</small> |
|                             |                                                          |                                                    |
|                             |                                                          |                                                    |
|                             |                                                          |                                                    |
|                             |                                                          |                                                    |
|                             |                                                          |                                                    |
|                             |                                                          |                                                    |

Where a limit is shown, the box stops accepting text when it is full, and line breaks use space too. Need more room? Paste the rest into the body of your email or attach it as a separate file, and say so in the box.

7. ITINERARY, CONTINUED

More stops or dates than fit on page 2? List them here in order, with dates, times and full addresses.

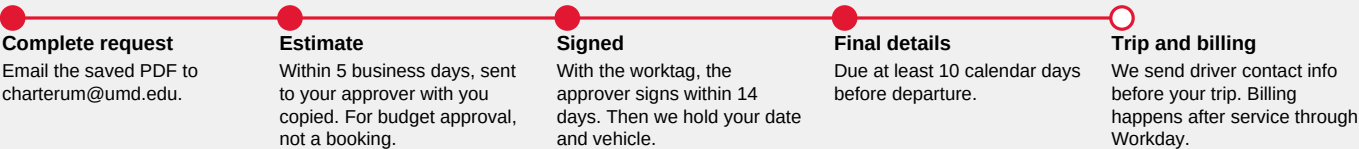
Max 950 characters

8. SPECIAL INSTRUCTIONS & NOTES

Any additional details, special requirements, or notes for our team.

Max 1675 characters

What happens next



Trips are not booked and vehicles are not reserved until a signed estimate is returned and written confirmation is received. Current rates and policies: [transportation.umd.edu/shuttle-um/charter](https://transportation.umd.edu/shuttle-um/charter)