*NOTE:* RESERVATIONS MUST BE MADE 24 HRS IN ADVANCE FOR TRAVEL TUES-FRI AND

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| **SPANGDAHLEM LODGING SHUTTLE RESERVATION REQUEST FORM**  **PHONE: Comm. 0656561-7684/ DSN 452-7684 or FAX: Comm. 0656561-5148/ DSN 452-5148**  **E-MAIL:** [**52FSS.FSVLLODGINGSHUTTLE@US.AF.MIL**](mailto:52FSS.FSVLLODGINGSHUTTLE@SPANGDAHLEM.AF.MIL)  **Office hours: Monday through Friday 0800-1630**  **Passenger Information** | | |
| **Traveler’s Name**  (last name, first name, MI) |  | |
| **One-way or Round Trip**  (please choose from the drop down list) | One-wayFill out both sections below if round trip is needed | |
| **Telephone Number** |  | |
| **MasterCard or Visa**  (if charging to Eifel Arms Lodging reservation please mark “Charge to room”) | exp. date (mm/yy):    /  or  Charge to room | |
| **Departure Information** | | |
| **Date of Departure** | |  |
| **Number of People** | |  |
| **Number of Pets and Kennel Sizes**  (please include dimensions of each kennel) | |  |
| **Total pieces of check-in luggage**  (Maximum of 2 bags plus 1 carry-on per person) | |  |
| **Pick-up Location**  (please choose one from the drop down list) | | N/A |
| **Departure Airport**  (please choose one from the drop down list) | | N/A |
| **Flight Departure Time** | |  |
| **Outbound Airlines** | |  |
| **Arrival Information** | | |
| **Date of Arrival**  (+1 day of your departure if flying from the U.S.) | |  |
| **Number of People** | |  |
| **Number of Pets and Kennel Sizes**  (please include dimensions of each kennel) | |  |
| **Total pieces of check-in luggage**  (Maximum of 2 bags plus 1 carry-on per person) | |  |
| **Arrival Airport**  (please choose one from the drop down list) | | N/A |
| **Flight Arrival Time** | |  |
| **Inbound Airlines/ Flight #** | |  |
| **Final Destination**  (please choose one from the drop down list) | | N/A |

72 HRS IN ADVANCE FOR SAT/SUN/MON & HOLIDAYS.

ALL CANCELLATIONS AND CHANGES MUST BE MADE 24 HRS IN ADVANCE OF SCHEDULED TRIP FOR

TUES-FRI AND 72 HRS IN ADVANCE FOR SAT/SUN/MON & HOLIDAYS. OTHERWISE ENTIRE YOUR SHUTTLE FEE WILL BE FORFEITED.

20091101.3/ previous version obsolete