

Colgate On Demand Intake

Trips need to be sent in by 5 PM two days before if during week and 5 PM on Thursday for Saturday - Monday.
Ex. Need ride set up for Friday at 1 PM. Send intake in no later than Wednesday at 5:00 PM
Ex. Need ride set up for Sunday at 1 PM. Send intake in no later than Thursday at 5:00 PM

Traveler Information:

Name: _____
Address: _____
E-mail Address: _____
Cell Phone: _____ Office Phone: _____

Travel Arranged By (if different):

Name: _____
E-mail Address: _____
Phone: _____

Destination Information:

Date: _____ Pick Up Time: _____
Pick Up Location: _____
Drop Off Location: _____ please use an exact location in town or on Campus.
Flight #, Train #, Bus #: _____ Airline, Train, Bus: _____
Flight,Train, Bus Arrival Time: _____ Flight,Train, Bus Departure Time: _____
Luggage Qty: _____

Return Information:

Date: _____ Pick Up Time: _____
Pick Up Location: _____
Drop Off Location: _____ please use an exact location in town or on Campus.
Flight #, Train #, Bus #: _____ Airline, Train, Bus: _____
Flight,Train, Bus Arrival Time: _____ Flight,Train, Bus Departure Time: _____
Luggage Qty: _____

Payment Information: Please call 315-228-4287 with payment information to secure ride.

The day before your trip we will put a hold on your card for the full amount of the trip.
After your trip we will take out the amount depending on riders and release the rest.

Credit Card: We now have the ability to retain your credit card on file with our secure payment processor.

Would you like to keep your card on file for future payments? Yes No

Is your payment method currently on file with us? Yes No

Name on File (If different from passenger): _____

Please note: If your payment is not on file, you must call 315-228-4287 at least 24 hours prior to your trip and provide payment.

Fund/Org: _____

Price Quote: _____

One day prior to scheduled departure, traveler will receive a confirmation e-mail from First Transit.

Please send form to: colgate.ondemandscheduling@firstgroup.com