

Wilberforce University
Controller's Business Office

Policy & Procedure
Ground Transportation – Travel Request
Effective: July 1, 2010

The University's Transportation office has scheduled transportation to various local stores and malls for the convenience of students staying on campus without their own transportation. In addition, the department offers students the means to commute to and from major local transportation hubs such as Greyhound and airports for a fee. Students are not charged for the flowing times:

Fall return, winter break departure, spring term return, and summer break departure. For additional times, the University has set standardized fees for these services based on location as follows:

Location	One Way	Roundtrip
Columbus	40.00	80.00
Dayton	30.00	60.00

Procedure to obtain transport:

- Step 1: On Wilberforce University website enter travel request with date & time. This must be done a minimum of 48 hours before expected leave time.
- Step 2: Transportation will answer request within 24 hours.
- Step 3: Once approval is received the fee must be paid to the Bursar's Office Located in the Wolfe Administration building.
- Step 4: The receipt for payment must be presented to the driver at the expected Leave time. No receipt, no transportation. Copies will be accepted with appropriate date.

Student Organizations that wish to travel as a group can do so with the approval of their faculty advisor. Once approval from the advisor has been received, a formal request can be submitted on line at the Wilberforce University website as mentioned above. The request must be submitted no later than 48 hours before expected departure. Cost will be determined by Director of Transportation and presented with trip approval. Requests can be denied due to no available vehicles or drivers or at the discretion of the Director. Payment receipt must be presented at departure with no exceptions.

Request forms can be found on the Wilberforce University website under Transportation on the lower left hand side of the main page or by following the link below:

http://www.wilberforce.edu/student_life/transportation.html