

# Travel Service

## Transit Ticket Order Form

**FAX: 453-3377 Phone: 453-3357 Email: [travel@pso.siu.edu](mailto:travel@pso.siu.edu)**

NOTE: Transit Service Tickets Sold in Books of 10 tickets Only (*non-refundable*)  
**Please retain a completed copy of order form for your files.**

Number of books ordered

Department Name

Account Title

AIS      
 Budget Purpose    Activity 1    Activity 2    Object

Deliver Tickets To:

Name

Email address

Bldg. & Room No.

Telephone

Fiscal Officer \_\_\_\_\_  
 Signature

**PLEASE FAX COMPLETED, SIGNED FORM TO TRAVEL SERVICE**

**On-Line Form Customer Procedure**  
 Transit will deliver ticket purchase to department contact and location provided on request. Upon receipt of tickets, please sign and print name on Transit Driver Log. You **DO NOT** need to fax a confirmation of tickets received to Travel Service. The signature on drivers log will now be verification that tickets were received.

**Travel Service Use Only**

TT600    ||||||    I/E        AT   

Item No.    Trans    Subcode

\_\_\_\_\_ TO \_\_\_\_\_       

Begin Ticket No.    End Ticket No.    BC    BFY

\_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

No. of books    Book Amt.    Trans. Amount

Entered By \_\_\_\_\_ Date \_\_\_\_\_