

TRANSPORTATION REQUEST FORM

- Please fill out and return to the Front Desk **at least 24 HOURS** prior to departure.
- Departures will be made from the Allen Center **ONLY**.
- If you need to make changes, please notify the Front Desk as **EARLY** as possible.
- **NOTE:** Approx. travel time from the Allen Center to O'Hare is 1½ hrs.
 Approx. travel time from the Allen Center to Midway is 1½-2hrs.
Please allow more time during rush hours and bad weather.

Name:	
Program:	
Date required:	Time required at Allen Center: See note above for travel times.
Destination: ☐ O'Hare ☐ Midway ☐ Other:	
☐ Taxi ☐ Private. ☐ Willing to share the taxi ride to the airport (non-stop) with another Allen Center participant.	
☐ Limousine ☐ Private. ☐ Willing to share the limousine ride to the airport (non-stop) with another Allen Center participant.	
☐ Previous arrangements have already been made with _____ (please provide name of taxi/limo service engaged)	
Rates for transportation to Airports	
O'Hare	Midway
Taxi \$30-38 (\$1 each additional person)	Taxi \$49-57 (\$1 each additional person)
Limousine \$44-54 (\$2-7 each additional person)	Limousine \$65-75 (\$2-7 each additional person)