

\*\*\*\*\*PLEASE READ THE ENTIRETY OF THIS REQUEST FORM CAREFULLY AND THOROUGHLY\*\*\*\*\*

Please provide your travel details AND payment information within the fields specified below. Feel free to contact us via email, DSN 632-3107 or commercial line +39 0434-30-3107 with any questions or concerns. Prices of shuttle vehicles and ITT office information are provided within this form ([page 2](#)), and the size of the shuttle *will be selected at the discretion of the ITT office* to suit you and your group. *If you are travelling with a pet, be sure to include what type of animal* (cat, dog, lizard, bird, etc.) and *the size of the accompanying kennel* (small, medium, large, XL, etc. **WITH DIMENSIONS**).

**RETURN THIS FORM BACK TO ITT VIA ORG BOX [31FSS.ITT.AVIANO@US.AF.MIL](mailto:31FSS.ITT.AVIANO@US.AF.MIL) with subject line: INBOUND or OUTBOUND / DATE OF SHUTTLE / LAST NAME, FIRST NAME**

**TRAVEL INFORMATION:**

LEAD NAME:

*(include total # of passengers)*

PHONE NUMBER(S):

*(include country code, ie. +39 for Italy, +1 for US, etc)*

PLACE OF PICKUP:

DATE AND TIME OF PICKUP:

*(use 24H format & reference local time for Italy – Central European Time)*

PLACE OF DROP-OFF:

FLIGHT ARRIVAL TIME:

*(inbound only, use 24H format)*

FLIGHT DEPARTURE TIME:

*(outbound only, use 24H format)*

FLIGHT NUMBER:

TOTAL NUMBER OF SUITCASES:

*(include large bags, carry-ons, and backpacks)*

NUMBER/TYPE OF PETS:

EMAIL:

NOTES:

*(include pet weight in LBS + kennel dimensions, if applicable)*

**PAYMENT INFORMATION:**

Card #:

Expiry:

CVC:

Billing zip code:

**SHUTTLE PRICES:**

*NOTE – Late fee for booking within 48 hours of travel will be an additional \$50 added to the overall shuttle cost.*

8 passenger van with trunk storage (allow 1 seat for the driver) → **\$150**

15 passenger van with overhead luggage rack → **\$360**

52 passenger bus with under-vehicle storage → **\$420**

***ITT Office Information:******Information, Tickets, & Travel; Aviano Air Force Base***

*31<sup>st</sup> Force Support Squadron, Italy*

*Area F Bldg 1411 (Across from Europcar, next to Stripes Alterations)*

*Hours: Mon-Fri 1000-1800 CET (Central European Time)*

*Closed on all Weekends, Federal Holidays, and Family Days*

*DSN: 632-3107*

*TEL: +39 0434-30-3107*

*WEB: <https://31fss.com/information-tickets-and-travel/>*