

**PATRIOT SHUTTLE RESERVATION REQUEST FORM**

Please provide your travel details AND payment information within the fields below. Feel free to contact us with any questions or concerns. Prices and 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 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:**

1. LEAD NAME & EMAIL ADDRESS(ES):  
*(include total # of passengers)*
2. PHONE NUMBER(S):  
*(include country code, ie. +39 for Italy, +1 for US, etc.)*
3. PLACE OF PICKUP:  
*(include building number when applicable)*
4. DATE OF PICKUP:  
*(check itinerary to make sure there is no date change)*
5. TIME OF PICKUP:  
*(use 24H format & reference local time for Italy – Central European Time)*
6. PLACE OF DROP-OFF:  
*(include building number when applicable)*
7. FLIGHT ARRIVAL TIME:  
*(inbound only, use 24H format)*
8. FLIGHT DEPARTURE TIME:  
*(outbound only, use 24H format)*
9. FLIGHT NUMBER:
10. TOTAL NUMBER OF SUITCASES:  
*(include large bags, carry-ons, and backpacks)*
11. NUMBER & TYPE OF PET(S):
12. NOTES:  
*(include pet weight in LBS + kennel dimensions, if applicable)*

**PAYMENT INFORMATION:**

Card #:

Expiry:

CVC:

Billing zip code:

**SHUTTLE PRICES:**

Prices are calculated based on a POINT A to POINT B system (e.g.: Aviano Base Lodging to VCE Airport) and include a radius of 10km outside the immediate Aviano Air Base area.

8 passenger van with trunk storage (allow 1 seat for the driver).....	<input type="checkbox"/>	<b>\$170</b>
15 passenger van with overhead luggage rack.....	<input type="checkbox"/>	<b>\$380</b>
52 passenger bus with under-vehicle storage.....	<input type="checkbox"/>	<b>\$450</b>

**EXTRAS:**

Late fee (shuttles booked within 48 hours of travel).....	<b>\$50</b>
Tardiness at pickup or drop-off location per every 10 minutes of delay (after 30 minutes past specified pickup/drop-off time).....	<b>\$15</b>
Any pickup/drop-off location outside of the immediate Aviano area (10km+).....	<b>\$40</b>

\*\*\*\*\*  
*The ITT Office will contact you if pricing must be adjusted at any time before/after your shuttle reservation to collect any outstanding balances, so please provide correct contact and payment information at the time of booking.*  
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*Thank you for your understanding and cooperation!*

***Office Information:***

***Information, Tickets, & Travel; Aviano Air 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/>