AIRPORT VEHICLE TRANSPORTATION SERVICE RESERVATION

for up to 6 passengers

***(*for over 6 passengers please feel free to inquire*)**

The staff at Leisure Travel Services will notify you whether the service is available by the **"requester needs confirmation by"** date listed. You must submit this completed form two weeks priot to the reservation date. Due to limited dricers and vehicles, the service is **NOT guaranteed**.

Between		Price up-to 6passengers	Price 7-14passengers and/or with many bags/Large Kennel
Zama/SHA/Sagami Depot	Narita Airport	$215 one way	$390 one way
	Haneda Airport	$175 one way	$315 one way
	Yokota Air Terminal	$140 one way	$315 one way
	Sagami-ono Station	$30 one way	NA

VEHICLE TRANSPORTATION SERVICE AGREEMENT

*The full fee for service between Narita / Haneda / Yokota / Sagami-Ono and Zama / SHA / Depot /Sagami-Ono must be paid once reservation is confirmed. **An additional fee of $25.00 will be added to destinations not listed above.**

*All cancellations and changes must be made **at least 96 hours** prior to the scheduled date to receive a full refund. Any cancellation made after 96 hours will not receive a refund.

*Changes to upcoming weekend limo reservations must be made prior to Friday at 1500.

*Alcohol and smoking are prohibited in the vehicles at all times, no exceptions!

***All pets must remain in transport crate for the duration of the trip.**

*Due to the heavy traffic conditions, limo driver may not arrive at the time designated on the request.

*Upon arrival, driver will be located after customs with a sign bearing the passenger's name.

*If the driver not arrive at the designated area within 30 minutes after the requested time, please contact our office at: **DSN 263-3621/4405 or 046-407-3621/4405.**

By signing below, I confirm that I have read and understand this agreement. I accept this agreement.

Signature Print Nate Date

Camp Zama Leisure Travel Services
DSN Phone: 263-3621/4405
Comm: 046-407-3621/4405
Business Hours: Mon-Fri: 0800-1900, Sat & Sun: 0800-1700, US Holiday Closed

As of 2026-OCT

Airport Vehicle Transportation Request Form

Today's Date	Name of Requester	Cell Phone	
		Duty Phone	
		Home Phone	
Email Address			

Requester needs to confirm by (dead line date):

Going to Narita/Haneda/Yokota/Sagami-Ono

Pick up date: Pick up location (Unit/ Bldg. #):

Pick up time:

Drop off point: ☐ Narita ☐ Haneda ☐ Yokota ☐ Sagami-Ono

Number of Passenger : Number of Bag :

Number of pet: Kennel size :
(Dimension)

FLIGHT INFORMATION

Airline: Flight Number:

Departure Date: Departure Time (13:00):

Terminal Number:

From Narita/Haneda/Yokota

Pick up Date: Drop off point (Unit/ Bldg. #):

Pick up Time (13:00):

Pick up point: ☐ Narita ☐ Haneda ☐ Yokota ☐

Number of Passenger : Number of Bag :

Number of pet: Kennel size :
(Dimension)

Passenger's last name for sign board :

FLIGHT INFORMATION

Airline: Flight Number:

Arrival Date: Arrival Time (13:00):

Terminal Number:

The driver will wait for the passenger(s) at the arrival area information desk during the scheduled arrival time with a pickup sign board (passenger's surname). If you are unable to meet the driver at the designated pick area or scheduled time, ***Please call:***

Leisure Travel Services: COMM 046-407-3621/4405 * US 011-81-46-407-3621/4405

Business Hours: Mon-Fri: 0800-1900, Sat & Sun: 0800-1700, US Holiday Closed

Please submit completed form to

Yuuichi.kita.ln@army.mil and miho.overly.ln@army.mil