



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 prior to the reservation date. Due to limited drivers 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.

*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!

*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 is *NOT* 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 Name

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

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/Sagami-Ono

Pick up Date:	Drop off point (Unit/ Bldg. #):
Pick up Time (13:00):	
Pick up point:	Narita Haneda Yokota Sagami-Ono
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.In@army.mil and miho.overly.In@army.mil