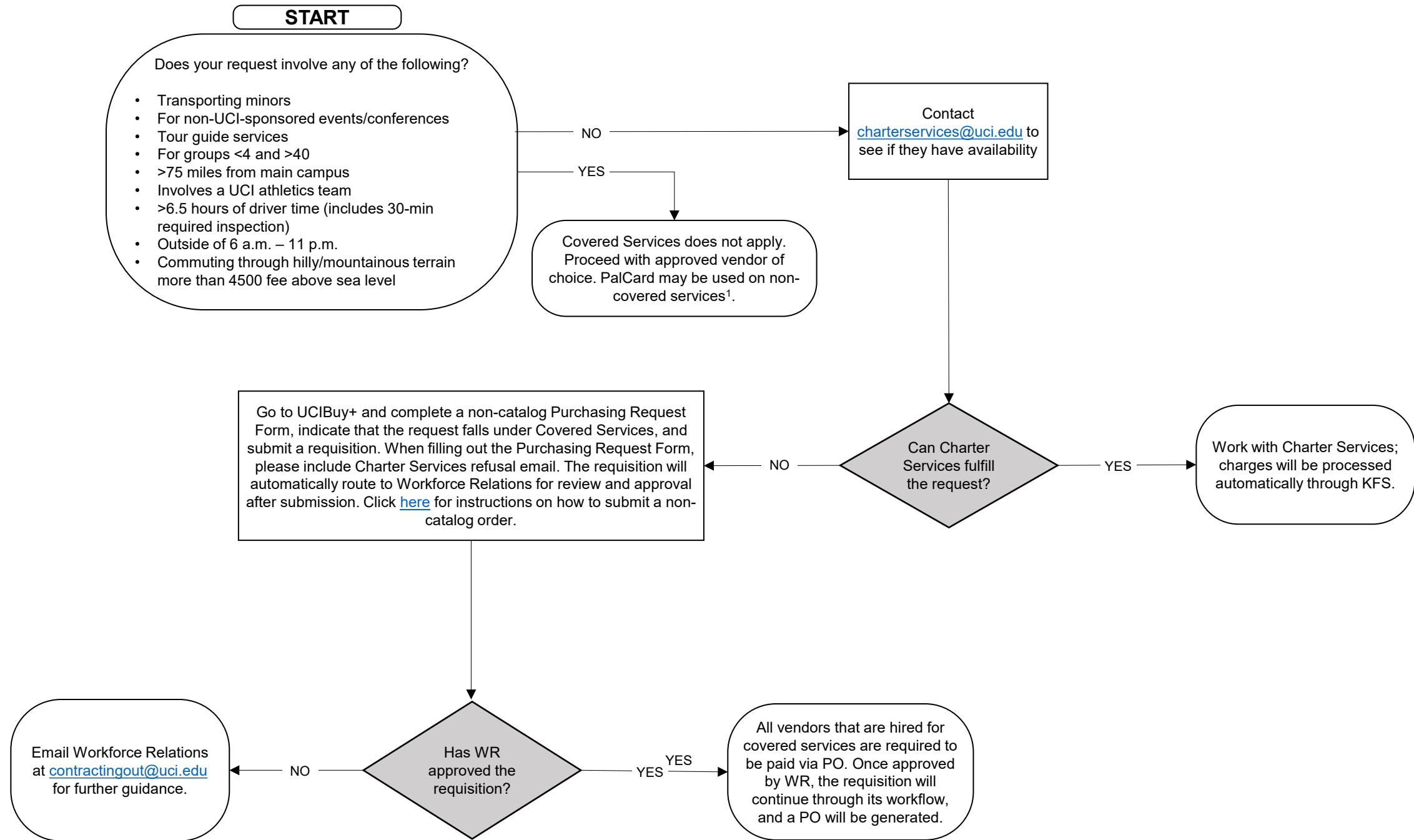


# Requesting Transportation Charter Services

This process illustrates the steps when requesting **Transportation Charter Services**.

**All Carve Out requests must be submitted at least two (2) weeks prior to the event to allow for timely review and processing. A separate Carve Out request must be submitted for each vendor and event date.**



**Notes:**

<sup>1</sup>PALCards need to be coded before the transaction can be processed. Please reach out to [PALCard@uci.edu](mailto:PALCard@uci.edu) for assistance.