

# Executive Express Shuttle Service

Making a reservation

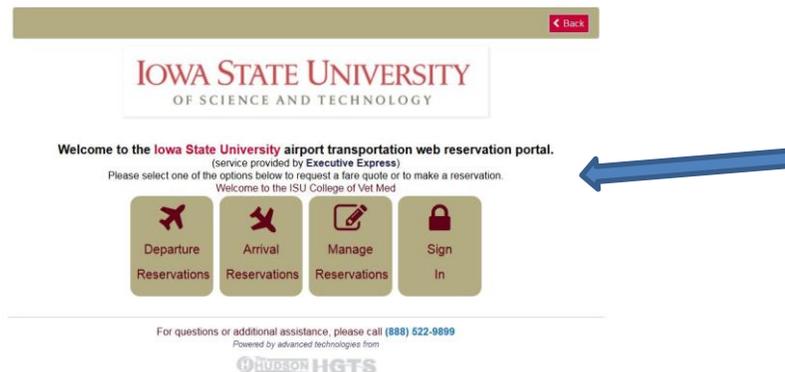
To make a shuttle reservation, please go to:

<https://executiveexpress.hudsonltd.net/res?USERIDENTRY=ISU&LOGON=60>



1. Log into the site (log in at "Sign in"  
**Frequent User Login – Group, Corporate or Frequent Rider ID**  
ID: **'ISUVETMED'** (should be entered in all caps).

You will then be brought to this page (Note: Welcome to ISU College of Vet Med)



2. In this window, choose either **Departure** or **Arrival**.
3. Next window, choose either **'One Way'** or **'Round Trip'**.

You will immediately be taken to the **Availability** window

4. Please select the airport and fill in flight date, arrival time, and flight type. In the **Drop-off** section you can select the hotel you are staying at or you can be dropped off at Vet Med (however, for this selection, follow directions in A). Complete the form and select **Continue**.

Check Pickup Availability

Arrival Flight

Airport: Des Moines Airport

Date: 10/15/2016

Arrival Flight Time: 9:25

Flight Type: Domestic

Dropoff location (select only one)

Drop off location

Passengers 1

Adults: 1

Children (Under 6): 0

- A. If you would like to be dropped off at the Veterinary College, select HOME pickup.dropff. click **Continue**. (You will be adding Vet Med, 1800 Christensen Dr. (flag pole doors), Ames, IA 50011 at another window.)
5. Next window, confirms your selections with number of passengers, traveling to/from, flight dates and times, gives you the price, and a choice of pickup times from airport, then click on **Select**.

Home Pickup

Home Pickup service for 1 passengers

\$45.00

Pickup time: 11:30 AM Drop off time: 12:45 PM

6. Next window, confirms additional information. You will need enter flight airline and flight number and confirms with an address of the hotel you chose or Vet Med drop off.

Arrival Information

Inbound Trip

Number of Passengers	1
From:	Des Moines Airport
To:	Ames - HOME pickup/dropoff
Date:	Saturday, October 15, 2016
Time:	11:30 AM
Service	Home Pickup
Fare	45.00

Arrival Flight

Airline  Flight Number

From (city)

Dropoff Location

Ames - HOME pickup/dropoff

- A. If you selected to be dropped off at Vet Med : this window will open with need to enter flight info and the dropff location (address) which is Vet Med, 1800 Christensen Dr. (flag pole doors), Ames, IA 50011.

In this window, you also need to enter the reservation name, cell number, email address and payment information.

Reservation Name

First Name  Last Name

Cell Number   
Please note: We do not make international phone calls.  
If you do not have a US cell phone, please enter 555-555-5555 as a substitute number.

Email Address  (Confirmation sent here)

Payment Information

A credit card is required to make this reservation

Total Fare 45.00

Payment Type  
Credit Card

Credit Card #  Expires: Month/Year  
Month  Year

Name  (as it appears on credit card) Credit Card Verification Number   
(Credit Card Verification Help)

Continue the steps on the screen. Be sure to check the box 'I have read the terms and conditions' in order for your reservation to be processed. Click **Continue**

If you have questions please feel free to contact Karleen at [kgillen@iastate.edu](mailto:kgillen@iastate.edu).