









Interoffice Memo

Attachment Sample 1

TO: STATE CONTROLLERS OFFICE

From: \_\_\_\_\_  
AGENCY NAME DIVISION NAME

RE: \_\_\_\_\_  
Name of Employee (s)

Subject:

Substantiation for renting a larger vehicle rather than the contract vehicle OR for daily rate exceeding contract rate.

1. **Employees Traveling Together**  
Five or more employees traveling together with luggage and other belongings. More economical to rent one larger vehicle.

2. **Employee is large in stature.** Please describe the circumstances and advise the make and model of vehicle rented and the make and model available for contract rate  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Medical Problem:** A statement from a medical doctor is on file with the supervisor.

4. **Other (explain):** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature-Employee's SUPERVISOR Date Please PRINT Name Title

I hereby certify that the information listed above is true and correct.

**ATTACHMENT SAMPLE 2**

**AMENDMENT TO THE BUSINESS TRAVEL ACCOUNT AGREEMENT  
BETWEEN COMPANY AND  
AMERICAN EXPRESS TRAVEL RELATED SERVICES COMPANY, INC.**

This amends the Business Travel Account (BTA) Agreement State of California,  
\_\_\_\_\_ (“Company”) and American Express Travel Related Services  
Company, Inc. (“Amexco”).

The BTA Agreement is hereby amended to permit Company to use the BTA account number for the billing of car rental charges. The Company acknowledges that a minimal amount of information will be captured on the BTA statement for these charges (name of the service establishment and the dollar amount charged).

Company agrees to pay these charges in full (inclusive of any delinquency assessments) in accordance with the BTA Agreement, and that all terms and conditions of the BTA Agreement apply to the billing of car rental charges.

Except as specifically set forth herein, all terms and conditions of the BTA Agreement remain in full force and effect.

AMERICAN EXPRESS TRS Co.

State of California, \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

(signature)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**EFFECTIVE DATE: Upon Completion**

**BILLING ACCOUNT NUMBER: 3782-**

(To be completed by client)

**AMEX REQUESTOR: Doug Browne**

**TELEPHONE NO: 877-462-7956**

**FAX: same**

**REGION: Western**

