

Interoffice Memo

TO: State Controller's Office
Division of Claim Audits
3301 'C' Street, Suite 700 (B18)
Sacramento, CA 95816

From: _____
AGENCY NAME DIV 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 OR other request.

1. **Employees Traveling Together**

Two 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:**

This will include specialty vehicles (Hybrids, Large Vans, etc.), vehicles utilized over the
intermediate contracted rate and rentals with non contracted companies, and re-fueling
charges.

NOTE: Crescent City, CA Car Rental Exemption.

There are only two rental car vendors in Crescent City, Hertz and Two Guys Express
Auto Rental. DGS/OFA approval not needed per SCO & DGS/OFA.

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

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