

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.