

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

**SUBJECT:** Substantiation for renting a larger vehicle rather than the contract vehicle OR for daily rate Exceeding contract rate, OR other request.

Agency Name	Division Name	Employee Name	Date(s) of Travel
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**REASON FOR JUSTIFICATION**

Employees Traveling Together

Two or more employees traveling together with luggage and other belongings. More economical to rent one larger vehicle.

Vehicle Interior Space is Insufficient to Accommodate Employee

Please describe the circumstances and advise the make and model of vehicle rented and the Make and model available for contract rate.

Medical Condition

A statement from a medical doctor is on file with the supervisor

Other

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

**NOTE:** Crescent City, CA Car Rental Exemption. There is only one rental car vendor in Crescent City: Hertz. DGS/OFAM approval not needed per SCO & DGS/OFAM.

By checking this box, I hereby certify that the information listed above is true and correct.

Supervisor Name	Title	Supervisor Signature	Date
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