Short-Term Vehicle Justification Form

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

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 OR refueling charges, 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

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☐ **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, rentals with non contracted companies and refueling charges

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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 Printed *SUPERVISOR* Name Title

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