

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)

Date(s) of Travel: _____

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.

- 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.

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.