

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

SUBJECT: Substantiation for renting a vehicle larger than Compact or Intermediate, OR for booking off-contract.

Agency Name	Division Name	Employee Name	Date(s) of Travel

REASON FOR JUSTIFICATION

Employees Traveling Together: Three or more employees traveling together with luggage and other belongings. More economical to rent one larger vehicle. List names of employees traveling together:

Vehicle Interior Space is Insufficient to Accommodate Employee:

By checking this box, I certify that: the interior space of an intermediate or compact vehicle is insufficient to fit my physical needs. My supervisor has acknowledged and approves of this claim and I can produce, in writing (i.e. an email), confirmation that this approval was given prior to traveling. I also understand that DGS Statewide Travel and my department may audit these claims at any time and assess their validity, with the knowledge that the resulting assessment may prevent me from using the same justification in the future. If I disagree with an assessment of this nature, I understand that I will need to file these concerns as a Request for Reasonable Accommodation with my HR office. **Provide the make and model of the vehicle rented and the actual make and model provided at the branch, if different.

Large/Oversize Vehicle (Minivan, Passenger Van, Pickup or SUV): Explain business need:

Medical Condition: *By checking this box, I certify that: a larger vehicle is needed for a medical condition, and a letter from a medical provider is on file with my supervisor and HR.

Non-Contract Vendor: Explain business need:

NOTE: Crescent City, CA Exemption: There is only one rental car vendor in Crescent City, CA: Avis Budget Group. DGS OFAM 100 not needed for Crescent City, CA rentals (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