

TO: State Controller's Office
Division of Claim Audits
331 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 refueling charges, 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.

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.

Medical Problem

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, 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/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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