

**SHORT-TERM VEHICLE JUSTIFICATION**

DGS OFAM 100 (Revised 09/2019)

**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 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 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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