

## Rental Vehicle Justification Form

This must be attached to a completed TAR when a rental car is needed.

TAR #: \_\_\_\_\_ Destination: \_\_\_\_\_

It is not feasible economically to use shuttle buses or public transportation because:

---

---

Justification for the need to rent a vehicle that is not an economy, compact or mid-sized category:

---

---

Number of passengers: \_\_\_\_\_ Are any drivers under 25 years of age?  yes  no

Number of drivers: \_\_\_\_\_ Other driver's name & TAR #: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Traveler name Signature Date

\_\_\_\_\_  
Authorized name Signature Date  
(Dean, Department Head, Director)

To have the auto rental covered by URI Insurance for \$75 per rental period, complete the [Rental Vehicle Notification Form](#). For more information, review the [Rental Vehicle Notification instructions](#) or contact Anne Gregson at Safety & Risk 874-9269.

The State has a corporate account with Alamo Auto Rental. The “**Corporate Rate**” includes Collision Damage Waiver (CDW) approx. value \$22 per a day. Extended Protection (EP) can be purchased through Alamo if URI insurance is not utilized, approx. \$11-12 per a day depending on the location. Contact Short's Travel at 1-866-498-7436 or [www.shortstravel.com/uri](http://www.shortstravel.com/uri) to make reservations. Contact Anne Gregson at 874-9269 for questions on insurance.

Please see the Controller's Office web page for [frequently asked questions on auto rental](#).