

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 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](#).