Rental Vehicle Justification Form

Form must be approved and attached to the completed TAR prior to travel.

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 __________

Approval Required:

Authorized name ___________________________ Signature ___________________________ Date __________

(Dean, Department Head, Director)

Contact Short’s Travel Management at (866)498-7436 or teama@shortstravel.com or use the Concur on-line booking tool at www.shortstravel.com/uri to make reservations.

For more information on insurance coverage, please refer to the Rental Vehicle Policy or contact Cynthia Stanton at Safety & Risk, 874-2591.

If you are renting from a non-preferred rental agency (car rental agencies other than Enterprise and National Car Rental), you must request a certificate of insurance through the University’s Risk Management website (Auto Rental Insurance Form). All certificate requests must be made at least (4) four days prior to traveling.

Please see the Controller’s Office web page for frequently asked questions on auto rental.