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.

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