

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](#).