

Rental Vehicle Justification Form

Form must be completed and attached to the TA in PeopleSoft for approval prior to booking travel

Travel Dates: _____ **Destination:** _____

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

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

of Passengers: ____ **# of Drivers:** ____ **Are any drivers under 25 years of age?** **Yes** **No**

Other drivers' name(s) and TA #'s:

Traveler Name

Signature

Date

Contact Direct Travel at (866) 498-7436 or corporatealo@dt.com or use the Concur on-line booking tool at www.concursolutions.com to make reservations.

URI has contracts with Enterprise and National. If you reserve a vehicle from these agencies yourself, you must use URI's business account code, XZ49287. Using this code ensures you receive the contracted rates and included collision and liability coverage.

For more information on insurance coverage, please refer to the [Rental Vehicle](#) page on the Controller's website, or contact Cynthia Stanton at Safety & Risk, (401) 874-2591. If you are renting from a non-preferred rental agency (car rental agencies other than Enterprise and National), 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.