

Interoffice Memo

Attachment Sample 1

TO: STATE CONTROLLERS OFFICE

From:

AGENCY NAME

DIVISION NAME

RE:

Name of Employee (s)

Subject:

Substantiation for renting a larger vehicle rather than the contract vehicle OR for daily rate exceeding contract rate.

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1. Employees Traveling Together

Five or more employees traveling together with luggage and other belongings. More economical to rent one larger vehicle.

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2. Employee is large in stature. Please describe the circumstances and advise the make and model of vehicle rented and the make and model available for contract rate

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3. Medical Problem: A statement from a medical doctor is on file with the supervisor.

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4. Other (explain):

Signature-Employee's SUPERVISOR

Date

Please PRINT Name

Title

I hereby certify that the information listed above is true and correct.