

RENTAL CAR JUSTIFICATION

SPECIAL REVENUE FUNDS MANAGEMENT

Campus/Department	
Event Name*	
Location	
Event Start Date	
Event End Date	

Please attach completed **Rental Car Justification Form** to associated expense reports.

Explain why a rental car was necessary and how it was more cost effective than alternative transportation (ex. on-demand car services, taxi-cab, train).

Receipts for any gasoline purchased for the rental car must be attached to expense report (mileage is not reimbursed for a rental car—only the cost of gasoline is reimbursed)

Respond here:

By signing this document, I certify that all the above information is true and correct. Further, upon request from any internal or external auditing agency, I will provide additional information and documentation.

Position(s)	Name(s) of Passenger(s)	Signature(s)