# <u>APPENDIX E</u>

## RENTAL CAR AUTHORIZATION

# **PRE-APPROVAL**

- ⇒ Any use of a rental car requires prior authorization from DDS by submitting this Rental Car Authorization form.
- ⇒ Please do not reserve a car rental until you have received approval from the Department.
- ⇒ Once you have received approval, your car rental must be booked through the CalTravel Store and will be charged to the State.
- ⇒ When picking up the rental car, be prepared to show both your Interagency Coordinating Council Identification Badge and California Driver's License.

#### **GPS DEVICES**

**Do not** reserve or request GPS devices from the rental car company.

Additional fees for the rental of a GPS device **will not** be reimbursed by the Department.

## **REFUELING VEHICLES**

Travelers are required to fill the rental car with gasoline prior to returning the car to the vendor.

**NOTE**: If the gas tank is not filled prior to returning the vehicle, the employee will be responsible for all fuel charges assessed by the vendor.

A copy of the pink rental car receipt and/or rental car agreement must be submitted with your Travel Expense Worksheet.		
Traveler Name:		
I am requesting the use of a rental		ency Coordinating Council Meeting to be held on .
Dates	City	
Signature of Traveler		Date
DDS Assistant Chief Signature Early Start & Health Services Section	0.0	Date

After approved, you will receive a signed copy for submittal with your travel claim.