

APPENDIX E

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 car for the Interagency Coordinating Council Meeting to be held on
_____ in _____.
Dates City

Signature of Traveler

Date

DDS Assistant Chief Signature
Children, Adolescents and Young
Adult Services Division

Date

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