

Non Contracted Vehicle Rental
Request for Authorization Form

This authorization form does not guarantee reimbursement of funds. Review of the travel document is needed as a state contracted agency was not used for your vehicle rental needs. Per NSHE policy state agency contracts must be used to insure the required insurance as well as cost controls are in effect during the rental period. If there are extenuating circumstances, which did not allow use of the state contract, please provide a detailed explanation immediately.

If the explanation is not acceptable the following adjustment will be made to your travel document.

A: If paid out-of-pocket: Due to Non-Adherence of the auto rental policy my reimbursement request will be reduced by:

Reason for not using contracted agency:

B: If purchased on p-card: The Pcard Administrator will be notified of the policy violation.
Agency Used: _____
Amount of Rental: _____
Date of Rental: _____
Last four digits of Pcard: _____

Traveler's Printed name	_____
Traveler's Signature	_____
Account Authority Printed name	_____
Account Authority Signature	_____