

Rental Car Justification Worksheet

PRINT PLEASE: Rank _____ Last Name, First _____ Tour Date(s) _____

Note: Rental cars are for official government business only and must be justified on that basis. For availability of government or commercial shuttles to/from airport and for on-base lodging, meals and shuttle services; refer to your local unit. Submitted justifications may be subject to audit.

Lodging reservations were made a minimum of 30 days prior to travel date, and reconfirmed 1-2 days prior to travel? YES NO

If yes, clerks name and phone number you spoke with:

If no, please provide justification below:

NOTE: Lodging reservations must be reconfirmed in anticipation of potential cancellation allowing opportunity to lodge on base. Orders will be amended if approved for rental car authorization after confirmation. This will be verified by Detachment.

Rental car will be used at:

(Include X where applicable)

Gov't Transportation available from airport: YES NO

On-base lodging will be available: YES NO

If NO, supply clerk name and phone number or (Notification of Non-avail must be within 30 days of duty start date)
Non-availability number:

Base taxi/shuttle is available: YES NO

U-drive base vehicle available: YES NO

If NO to above, provide clerk name and phone number of transportation office:

Commercial taxi allowed on base: YES NO

Cost Analysis: Fill out all blocks that apply.

Commercial/public transportation. Underline applicable method(s) (metro, bus, shuttle, limo, subway, or taxi) cost to/from: If more than one method applies, cut and paste blocks to a second page and fill in for the other modes of transportation.

Helpful Website:
<http://www.taxifarefinder.com/>
<http://www.defensetravel.dod.mil/>

	Amount		Trips		Total
*Airport and duty location/lodging	\$ <input style="width: 60px;" type="text"/>	x	<input style="width: 60px;" type="text"/>	= \$	<input style="width: 60px;" type="text"/>
*Lodging & duty Locations	\$ <input style="width: 60px;" type="text"/>	x	<input style="width: 60px;" type="text"/>	= \$	<input style="width: 60px;" type="text"/>
*Lodging/duty location & meals	\$ <input style="width: 60px;" type="text"/>	x	<input style="width: 60px;" type="text"/>	= \$	<input style="width: 60px;" type="text"/>
*Primary & alternate duty locations	\$ <input style="width: 60px;" type="text"/>	x	<input style="width: 60px;" type="text"/>	= \$	<input style="width: 60px;" type="text"/>
*Do not include IDT days					
			Total		<input style="width: 60px;" type="text"/>

Rental Car:

	Amount		Days/Weeks		Total
Basic Daily/weekly rate	\$ <input style="width: 60px;" type="text"/>	x	<input style="width: 60px;" type="text"/>	= \$	<input style="width: 60px;" type="text"/>
GSA Admin fee	\$ 5.00	x	<input style="width: 60px;" type="text"/>	= \$	<input style="width: 60px;" type="text"/>
Estimated taxes, concession fee, etc	\$ <input style="width: 60px;" type="text"/>			= \$	<input style="width: 60px;" type="text"/>
Estimated Gas Charges	\$ <input style="width: 60px;" type="text"/>			= \$	<input style="width: 60px;" type="text"/>
			Total	= \$	<input style="width: 60px;" type="text"/>
			Savings	= \$	<input style="width: 60px;" type="text"/>

Other mission requirements or factors (explain):