



# VEHICLE NON-AVAILABILITY FORM

Driver's Name \_\_\_\_\_

Date(s) Vehicle Needed \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Controller's Office Personnel or Designee

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Rental vehicles must be reserved in lieu of using a personal vehicle. If a rental car is not available, the full mileage rate will take effect.

Locally contracted vendors (**must contact both**):

**Hertz:**

Date contacted: \_\_\_\_\_

Representative's Name:

\_\_\_\_\_

**Enterprise:**

Date contacted: \_\_\_\_\_

Representative's Name:

\_\_\_\_\_

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Authorization to claim full mileage rate for hazardous or potentially hazardous conditions. Pre-approval required by the appropriate Vice President.

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Vice President

Date