



Non Contracted Vehicle Rental Request for Authorization Form

Per NSHE policy, vehicle rental companies contracted by the State of Nevada must be used for vehicle rentals. If there are extenuating circumstances that prevent the use of a State contract, use this form to provide a detailed explanation. This form does not guarantee reimbursement of funds.

If paid out-of-pocket

Due to non-adherence to the auto rental policy, my reimbursement request may be reduced by

If purchased on a PCard

Agency used

Amount of rental

Date of rental

Last four digits of PCard

Note: The PCard administrator will be notified about this request.

Reason for not using a contracted agency

Traveler's name

Traveler's signature

Account authority's name

Account authority's signature