Department of Defense Dependents Schools
Isles District Office
APO AE 09461-5470

SOP 96-014
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STANDARD OPERATING PROCEDURE
USE OF RENTAL CARS

PURPOSE: To establish procedures and controls for the use of rental vehicles during periods of Temporary Duty (TDY).

PROCEDURES:

1. Request for approval of the use of a rental vehicle with justification will be submitted to the supervisor at the same time as the Isles-District Request for TDY Orders is submitted.

2. Rental vehicles will not be authorized in areas where public transportation is prevalent.

3. Arrangements for a rental vehicle will be done prior to departing for the TDY. Picking up rental vehicles at TDY locations without prior reservations is very costly.

4. The least costly rental vehicle will be requested.

5. When two or more travelers are TDY in the same location, rental vehicles should be shared.

6. The District Superintendent shall review/approve the use of rental vehicles.

CONTROLS:

1. Isles-District Request for TDY Orders, including request/justification for a rental vehicle.

2. Superintendent's Approval.

3. Reservation Receipt.

4. Travel Voucher.

Linda L. Curtis

LINDA L. CURTIS
Superintendent