

GENERAL INSTRUCTIONS FOR SA RENTAL CAR JUSTIFICATION:

Reserving a rental car is on a first-come, first-served basis. If we receive another student's rental request before your documentation is received, you may be assigned as a passenger. Please see below on how to submit a request for a rental vehicle and the documentation that is required.

-----How to Procure a Rental-----

Be sure to ask your instructor if you're staying on or off-base. Staying on-base will require the base taxi/shuttle use while staying off-base will allow the use of a rental vehicle for the duration of your course (as a driver or passenger).

If staying off base and you are required to quarantine before the class starts, each student will receive a rental vehicle during the quarantine period and you should have 2 Lines-of-Accounting. One line is for the quarantine period and the other is for the class period. You will book your rental according to the instructions below and include the entire period on your reservation. Following the quarantine period, vehicles will be assigned 1 vehicle for every four students (seven students for a minivan). If you are assigned as a passenger to a vehicle, you will be required to update your rental dates for use during the quarantine period only and return your rental before class begins. If you are assigned as a driver, our office will divide the reservation into 2 authorizations and provide you with 2 Special Authorization Approval Letters that you will file with your travel vouchers.

Per AFMAN 36-2100, Paragraph 5.7.6.3.4. If authorized, AETC funded rentals are issued **one** car per **five** students. If a car has already been authorized for the same course, you may be placed as a passenger.

After submitting the Special Authorization documents for your upcoming AETC-funded TDY-to-School training course, we will assess whether you are authorized a rental car and give you prior consent to rent or deny your request. If approved, we will send you the official memo prior to departure to be filed with your travel voucher. It is crucial you read the instructions thoroughly as there are key details that are often missed.

Please send all TDY justification paperwork to our org box 2af.mrtp@us.af.mil NLT 7-duty days prior to class start date (PER AFMAN 36-2100, Paragraph 5.7.6.3.). **Until we receive all of the necessary documents, we will not be able to complete the request. Failure to turn in the required documents before travel will result in the request being disapproved. Requests must be approved prior to travel.**

Mandatory Required Documents:

1. Legible copy (front and back) of the signed Training RIP (**Quota Type on RIP must be: AT, CT, or OT**).
2. Completed Special Authorizations Request Letter (Attached).
3. Non-Availability Letter from lodging (**You must be staying off base and obtain a Non-A, unless attending an EOD course**).

4. Legible copy of the DTS or SATO itinerary that includes “**Booked!**” stamp. This needs to include the compact rental car information at the GARS rate – agency. **The Pick-Up/Drop-Off Dates and Estimated Total Cost must be on the screenshot. We cannot process the request without that information.**

You are only authorized to pick up the rental 1 day prior to the class start date and can only keep the rental car no more than 1 day after the class grad date.

DTS Screenshot with “Booked!” example:

RENTAL CAR in Ft. Leonard Wood Booked! **Confirmation:**

Friday January 01, 2021 - Thursday March 04, 2021 63 day total

STL - St Louis Lambert Intl Apt

Enterprise Rent-A-Car
Compact
Features ▾

Pick-Up	Drop-Off
Fri. 01/01/2021 at 08:30 AM	Thu. 03/04/2021 at 17:30 PM
On airport	On airport
STL - St Louis Lambert Intl Apt	STL - St Louis Lambert Intl Apt

Frequent Renter Number ▾
Frequent Flyer Number ▾

Method of Payment*
 ▾

Cost Per Day	Estimated Total Cost
\$27.11	\$1707.76
Cost Details ▾	<small>includes taxes and fees</small>

If 2 AF/MRTP determines you are authorized to have a rental, you are not-to-exceed (NTE) the reimbursement amount and if approved, will send you an e-mail with the official authorization letter attached.

If anyone (e.g. unit commanders, supervisors, DTS A/Os, RAs, flight chiefs, training NCOs, training managers, etc) has questions, please e-mail our org box: 2af.mrtp@us.af.mil and we will get back to you as soon as we can.

Again, request submission does not mean an automatic authorization. As a general rule TTS does not fund rental cars; if you do request a rental car, sharing of the special conveyance by official travelers at the training location is required when using AETC funds. It must be to the Governments advantage, and not for personal preference or minor inconvenience. Use is limited to official purposes. See our SharePoint site below for additional information.

SharePoint: <https://usaf.dps.mil/sites/12821/SitePages/Home.aspx>