

RENTAL CAR JUSTIFICATION

PURPOSE

- Required by NHNG Policy
- Helps to maintain fiscal responsibility



LOCATION OF RENTAL CAR JUSTIFICATION FORM

- NHNG Home page
 - Joint Staff
 - J1 – Human Resources Office
 - AGR Branch
 - Additional Forms – located at bottom of page

Below is the link for the rental car justification form

<https://www.nh.ngb.army.mil/employment/agrs>

Completing the Form

- Complete items 1 – 12 to the best of your ability with information that you have. Use item 12 to explain any extenuating circumstances.
- Form must be signed
- Save Form to computer as a PDF to upload into DTS

Uploading Form into DTS

- ❑ Go into your DTS Authorization
 - ❑ Expenses
 - ❑ Substantiating Records
 - ❑ Browse – Find document on your computer
 - ❑ Upload
- ❖ Once this is done document should show up directly below under “Existing Receipts”