# [Date]

To:

President Martin Lemelle, Jr. Grambling State University

From:

Traveler's Name Title / Department

# Subject: Request for Prior Approval – Vehicle Upgrade

Dear President Lemelle,

I am requesting prior approval to upgrade the rental vehicle for my scheduled University travel from **Start Date to End Date,** in connection with **Purpose of Travel/Event.**

The standard vehicle class available through the State contract does not meet the operational needs for this trip. A vehicle upgrade to **a Requested Vehicle Class, e.g., SUV/Minivan** is necessary due to **justification—e.g., transporting multiple staff/students, carrying equipment, or weather/safety concerns.**

I have included a comparison of rental rates and justification for the requested upgrade, in accordance with PPM49 travel guidelines.

Thank you for your consideration. Sincerely,

Traveler's Full Name Title

Department

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| Signature Line for Approval: Department Vice President Name: | Signature Line for Approval: President Martin Lemelle, JrName: |
| Signature: | Signature:  |
| Date:  | Date: |