Waiver Request Form
The University of Mississippi

This form is to be used to request a Waiver from any of the standard travel procedures set forth in the Office of Purchasing and Travel, Travel Manual. The request should be submitted to Procurement Services prior to making any reservations or commitments.

Date: ___________  Department: ________________________________________________________________

Name of Traveler: ___________________________________________  Phone: _________________________

Traveler’s E-Mail Address: __________________________________________________________________

Travel Date(s): ___________________________________________________________________________

Destination(s): __________________________________________________________________________

Purpose of Travel: _________________________________________________________________________

Amount of Reimbursement Requested: ________________

_____ Requesting authority to pay an amount greater than state contract
_____ Requesting authority to rent a vehicle with a cost greater than the intermediate size on state contract
_____ Requesting authority to purchase vehicle rental insurance
_____ Requesting authority to rent a vehicle not on current contract
_____ Requesting authority to pay a hotel other than the conference hotel
_____ Requesting authority to pay greater than the least expensive cost comparison for airline tickets
_____ Other

Please explain your request. Include any and all information which would prove that approval of the Waiver would be economical and in the best interest of the state and/or the approval of the Waiver is necessary for some other reason. Failure to provide adequate information will be cause for delays and potentially the rejection of the request (attach additional pages if needed). We must be able to determine the anticipated cost to the state and any anticipated savings. You must include all applicable cost information (example: cost comparisons showing savings, conference hotel rate vs. actual rate paid, etc.).

Departmental Approval

Department Head  Date

Approved:

Procurement Services  Date