

Post Travel Waiver Request Form

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 **AFTER** the trip has already been completed. ***Please note Faculty/Staff can only have one waiver form per offense.***

Date: _____ Department: _____

Name of Traveler: _____ Phone: _____

Traveler's E-Mail Address: _____

Travel Date(s): _____

Destination(s): _____

Purpose of Travel: _____

Amount of Reimbursement Requested: _____

_____ Travel authorization was not submitted prior to the start date of the trip or was submitted late

_____ The University corporate ID code was not used when rental car was purchased

_____ Comparison quote for airfare was not submitted

Please explain in detail why **one** of the above mentioned was not submitted or completed in a timely manner and that this will not happen again in the future.

Departmental

Approval: _____

Department Head

Date

Travelers

Signature: _____

Signature

Date

Approved:

Procurement Services

Date