

Waiver Request Form

Submit with Travel Request Form

- SECTION A: To justify the purchase of a non-contract airline ticket. Fill out all sections. Comparison between a noncontract airline ticket, a contract airline ticket and a ticket for same destination at cheapest rate possible must be made. Please attach documentation
- SECTION B: To justify choice of mode of travel. Complete all sections to determine cheapest mode of travel. Please attach documentation.
- SECTION C: To justify use of rental car. Charges for rental cars will be allowed only when there is a demonstrated cost savings.

CONTRACT AIRLINE TICKET	CONTRACT AI	RLINE TICKET	LOWEST CONTRACT OR NON-CONTRACT AIRLINE TICKET AVAILABLE FROM AGENCY	
Air Fare	Air Fare		Air Fare	
Name of Agency	Name of Agency		Name of Agency	
Departing From	Departing From		Departing From	
Destination	Destination		Destination	
B. AIRPLANE, PERSONAL VEHICLE, BUS/TRAIN COMPARISON				
AIRPLANE	PERSONAI		BUS/TRAIN	
Final Destination	City Destination		City Destination	
Round trip	Round trip		Round trip	
Mileage to Airport	Mileage		Mileage Bus/Train	
Airfare	Parking		Bus/Train Fee	
Airport Parking	Other/Tolls		Parking	
Taxi/Shuttle			Taxi/Shuttle	
Car Rental/Fuel			Car Rental/Fuel	
Other/Baggage			Other	
Total	Total		Total	
C. JUSTIFICATION FOR CAR RENTAL				
AIRPORT TO HOTEL TRAVEL	0.3031110/0101		ce provided, any other circumstances that warrant	
Distances			car rental.	
HOTEL TO CONFERENCE TRAVEL				
Distance				
Standard Car Rental Fee				
Gas Fee				
APPROVALS				
	TO BE COMPLETED BY TRAVELER		TO BE COMPLETED BY BUSINESS AND FINANCE Approved Disapproved	
A Airline Choice (Check One) Contract Ticket			Disapproved	
		VP – Business and Fina	ince Date	
B Mode of Transportation (Check One)		Approved	Disapproved	
Airline Vehicle	Bus/Train	VP – Business and Finance Date		
C Car Rental		Approved	Disapproved	
		VP – Business and Fina	ince Date	