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 non-contract 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.

Employee Name: **Date(s) of Travel:**
Note: Comparison documentation for airfare should be done at least 14 days prior to trip.

A. AIRLINE TICKET COMPARISON		
CONTRACT AIRLINE TICKET	CONTRACT AIRLINE 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	PERSONAL VEHICLE	BUS/TRAIN
Final Destination _____	City Destination _____	City Destination _____
Round trip Mileage to Airport _____	Round trip Mileage _____	Round trip 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 Distances _____ HOTEL TO CONFERENCE TRAVEL Distance _____ Standard Car Rental Fee _____ Gas Fee _____	Please explain, in space provided, any other circumstances that warrant car rental.

APPROVALS		
SECTION	TO BE COMPLETED BY TRAVELER	TO BE COMPLETED BY BUSINESS AND FINANCE
A	Airline Choice (Check One) __ Contract Ticket __ Non-Contract Ticket	___ Approved ___ Disapproved
B	Mode of Transportation (Check One) __ Airline __ Vehicle __Bus/Train	_____ VP for Business and Finance Date
C	Car Rental	