

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.

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 Ag	ency	Name of Agency	<u>-</u>	Name of Agency
Departing F	rom	Departing From		Departing From
Destination		Destination		Destination
B. AIRPLANE, PERSONAL VEHICLE, BUS/TRAIN COMPARISON				
AIRPLANE		PERSONAL VEHICLE		BUS/TRAIN
Final Destina	ation	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			Please explain, in space provided, any other circumstances that warrant car rental.	
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HOTEL TO CONFERENCE TRAVEL				
Distance Standard Car Rental Fee				
Gas Fee				
APPROVALS				
SECTION	TO BE COMPLETED BY TRAVELER Airline Choice (Check One)		TO BE COMPLETED BY BUSINESS AND FINANCE Approved Disapproved	
A	Contract Ticket Non-Contract Ticket			
	_		VP – Business and Finance Date	
B Mode of Transportation (Check One)			Approved	Disapproved
	Airline Vehicle	Bus/Train	VP – Business and Fina	nce Date
С	C Car Rental		ApprovedDisapproved	
			VP – Business and Finance Date	
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