eWaiver Request Form  
Office of Purchasing and Travel

This form is to be used to request an eWaiver from any of the standard travel procedures set forth in the Office of Purchasing and Travel, Travel Manual. The request should be submitted via email to travel@dfa.ms.gov prior to making any reservations or commitments.

Date: ___________  
Agency: ________________________________________________________________

Name of Traveler: ______________________________________  Phone: ______________

Return eWaiver via E-Mail to: ________________________________________________

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 mid-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  
_____ Requesting authority to pay first-class or business-class airfare (six hour or longer flight segment required)  
_____ Other

Please explain your request. Include any and all information which would prove that approval of the eWaiver would be economical and in the best interest of the state and/or the approval of the eWaiver 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.).**

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Agency  
Approval

Agency Head or Designee  
Date

Approved:

Office of Purchasing and Travel  
Date