EWR-1 Form Revised: 12/4/19

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	r:	Phone: _	
Return eWaiver v	via E-Mail to:		
Travel Date(s): _			
Destination(s): _			
Purpose of Trave	ıl:		
	Amount of Re	eimbursement Requested:	
Requesting Requesting Requesting Requesting Requesting Requesting Requesting Requesting Other Please explain you economical and in Failure to provide additional pages savings. You mit Requesting Re	ng authority to rent a ving authority to purchaing authority to rent a ving authority to pay a hing authority to pay great authority to pay first authority to pay authority to pay authority to pay first authority to pay authority to pay and authority to pay authority to pay a hing authority to pay first authority to pay first authority to pay first authority to pay first authority to pay and authority to pay first authority authority to pay first authority to pay first authority authority to pay first authority autho	amount greater than state contract vehicle with a cost greater than the mid-size of use vehicle rental insurance vehicle not on current contract notel other than the conference hotel eater than the least expensive cost comparisonst-class or business-class airfare (six hour or least than the approval of the eWaiver is not an will be cause for delays and potentially the rest to determine the anticipated cost to cable cost information (example: cost compaid, etc.).	on for airline tickets onger flight segment required) oproval of the eWaiver would be ecessary for some other reason. rejection of the request (attach the state and any anticipated
Agency Approval			
	A	gency Head or Designee	Date
Approved:			
	Offic	ce of Purchasing and Travel	Date