EWR-1 Form Revised: 04/16/13

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 Requesting Requesting Requesting Requesting Other Please explain your economical and in the Failure to provide accadditional pages if re	authority to rent a authority to purch authority to purch authority to pay a authority to pay grequest. Include the best interest of dequate informationeeded). We must include all app	an amount greater than state contract a vehicle with a cost greater than the intermedia hase vehicle rental insurance a vehicle not on current contract a hotel other than the conference hotel greater than the least expensive cost compariso any and all information which would prove that ap the state and/or the approval of the eWaiver is ne ion will be cause for delays and potentially the rust be able to determine the anticipated cost to blicable cost information (example: cost conte paid, etc.).	on for airline tickets oproval of the eWaiver would be ecessary for some other reason. rejection of the request (attach of the state and any anticipated
Agency Approval			
		Agency Head or Designee	Date
Approved:			
	Of	ffice of Purchasing and Travel	