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## INSTRUCTIONS FOR A TRAVEL WAIVER

The State Travel Waiver form was updated in January 2007 by the Mississippi Department of Finance and Administration, Office of Purchasing and Travel. The form now requires that the agency head or his designee must sign the waiver before it is submitted to the Office of Purchasing and Travel in Jackson. President Saunders has designated Mike Herndon as the responsible person to sign the waivers.

If a Waiver is required, the employee should fax a completed form to 601-266-5182 for USM approval. ***Do not send copies of any travel with the form***; only the Waiver should be faxed. If Mr. Mike Herndon has any questions regarding the travel, he will contact you by phone or e-mail. Once he has approved the Waiver, the Waiver will be faxed back to the employee and it will be the employee's responsibility to fax it to the Office of Purchasing and Travel in Jackson (601-359-3910). Someone in the Office of Purchasing and Travel in Jackson will approve the Waiver and fax it back to the employee. When the employee receives the signed Waiver, they should attach it to their completed Travel Voucher along with their receipts and send it to the USM Travel Department.

***Effective 9/28/07 the Office of Purchasing and Travel in Jackson will no longer approve vehicle rentals for amounts greater than the state contract pricing for employees who state that they do not know about the contract.***

***Enterprise has assured us that if they do not have intermediate vehicles available, they will upgrade the vehicle and charge the intermediate price. Any waivers submitted with that explanation will be denied and the employee will be responsible for paying the difference. If you do run into this problem, have the agent put it in writing and have them sign their name. We will address it in the Procurement Office with Enterprise.***

Contact information is located on the USM Travel Home page under Vehicle Rental Information as well as under State of Mississippi Travel Policy, Contracts, & General Information.

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**Waiver Request Form  
Office of Purchasing and Travel**

This form is to be used to request a waiver from any of the standard travel procedures set forth in the Office of Purchasing and Travel, Travel Manual. The request should be submitted via mail (1401 Woolfolk Building, Suite A, 501 North West Street, Jackson, MS 39201), fax (601-359-3910) or e-mail ([travel@dfa.state.ms.us](mailto:travel@dfa.state.ms.us)), prior to making any reservations or commitments.

Date: \_\_\_\_\_ Agency: The University of Southern Mississippi

Form Completed by: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Traveler: \_\_\_\_\_

Travel Date(s): \_\_\_\_\_

Destination(s): \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

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Amount of Reimbursement Requested: \_\_\_\_\_ Return Waiver to Fax Number: \_\_\_\_\_

**(Fax number of the department requesting waiver)**

Yes  NO Was a PCARD used to pay for the rental of the vehicle?

- Requesting authority to pay an amount greater than state contract
- Requesting authority to rent a vehicle with a cost greater than the medium size
- Requesting authority to purchase car rental insurance
- Requesting authority to rent a vehicle not on current contract
- Requesting authority to pay a hotel other than the conference hotel
- Other

In the space provided below, please explain your request for waiver. Include all information which indicates that your action is economical and approval is in the best interest of USM and the State of Mississippi. Complete information is required, including all costs and anticipated savings. Attach additional pages if necessary. **All applicable cost information must be provided (example: contract fare vs. lowest fare available; conference hotel rate vs. actual rate paid; etc).**

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**Mike Herndon, USM Director of Procurement and Contract Services**  
**(Fax 601-266-5182)**

*Agency Head/Designee - Required for OPT's Approval*

Date

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**Office of Purchasing and Travel Approval**  
**Jackson, MS (Fax 601-359-3910)**

Date

**(BOTH SIGNATURES ARE REQUIRED BEFORE FAXING TO USM PROCUREMENT DEPARTMENT -266-5182)**