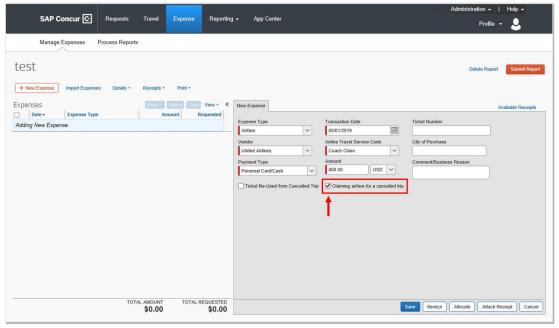


Claiming Cancelled Airfare

Objective: In this section we will go over the steps to claim cancelled airfare

1. Check the *Claiming airfare for a cancelled Trip* checkbox to claim airfare reimbursement for a cancelled trip. Attach an <u>Unused Ticket Affidavit</u> in addition to the airfare receipt.



2. Check the *Ticket Re-Used from Cancelled Trip* checkbox when you use a credit for a previously cancelled flight to purchase airfare. You will be asked to attach the itinerary for the original airfare, the new airfare and proof of payment (for any costs that were not previously claimed).

