



**Unused Air Ticket Affidavit**

**Request for reimbursement of a non-refundable ticket from a cancelled trip**

I am:

- A SLAC Employee
- A visitor

The purpose for travel:

---



---

Airline: \_\_\_\_\_ Ticket Number: \_\_\_\_\_

I was unable to use this ticket or reschedule for a later date because:

- The unused ticket credit provided for future travel has expired.  
Date of expiration: \_\_\_\_\_
- The airline did not provide an unused ticket credit for future travel.
- The ticket was transferred to another traveler. Name of traveler: \_\_\_\_\_
- Other: \_\_\_\_\_

I request \$\_\_\_\_\_ for the cost of this unused ticket and the service fee associated with it under Concur Travel Expense Report (TER) No. \_\_\_\_\_.

I attest that I purchased this ticket, did not/will not use this ticket for non-SLAC travel, and have not been reimbursed for this ticket from another source. I agree to timely apply any credit, price adjustment, or other similar accommodation afforded to me by the entity issuing the ticket, to future SLAC-related travel by ticket voucher expiration date.

\_\_\_\_\_  
 Name of traveler/purchaser (please print)      Signature of traveler/purchaser      Date

Visitors must acquire the signature as well.

As the Sponsor/ Business Manager, I have confirmed with the visitor they will use reimbursed funds to conduct SLAC-related travel within the ticket voucher expiration date provided above.

\_\_\_\_\_  
 Signature of person authorized to sign/approve for above visitor      Date

PLEASE ATTACH A COPY OF YOUR ITINERARY /INVOICE SHOWING PROOF OR PAYMENT IN ADDITION TO THIS FORM TO YOUR EXPENSE REQUEST