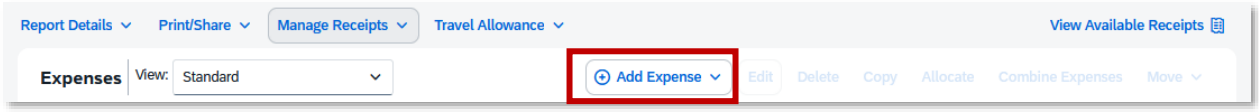
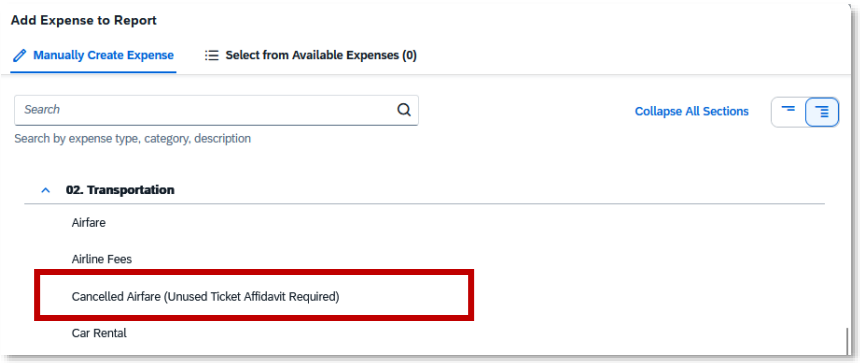
Claiming Cancelled Airfare

Objective: In this section we will go over how to claim cancelled airfare and how to claim a flight credit.

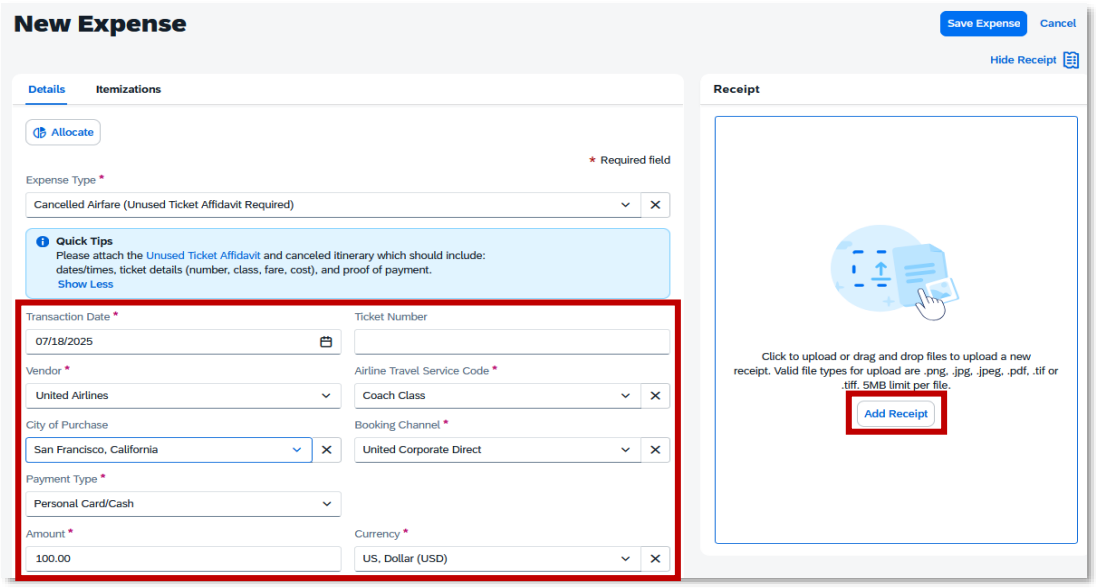
1. If the airfare was charged to a Travel Card (TCard), follow the Adding JP Morgan Expenses guide to add the expense to your report. For charges made with a personal card, use *Add Expense* instead.



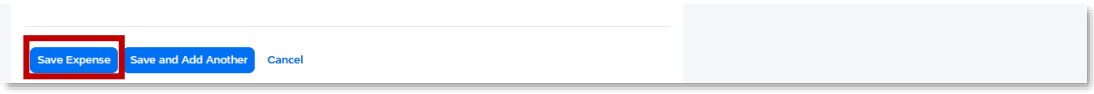
2. **Select** *"Cancelled Airfare (Unused Ticket Affidavit Required)"* from the expense type list.



3. Be sure to complete the required fields* and attach both the Unused Ticket Affidavit and the airfare receipt.

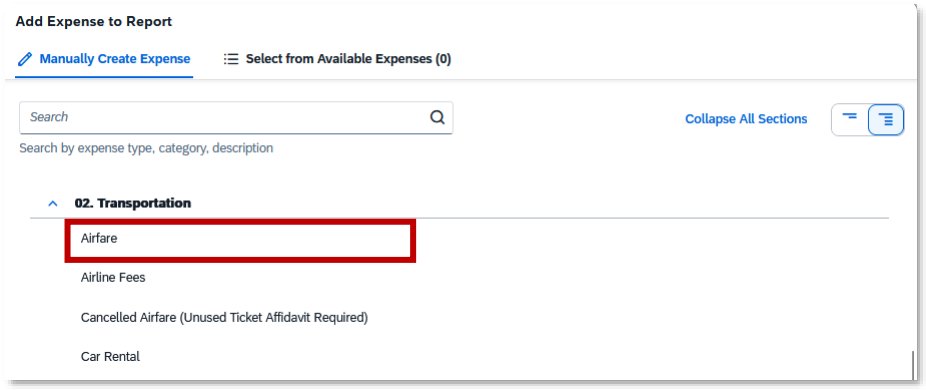


4. When finished click **'Save Expense.'**

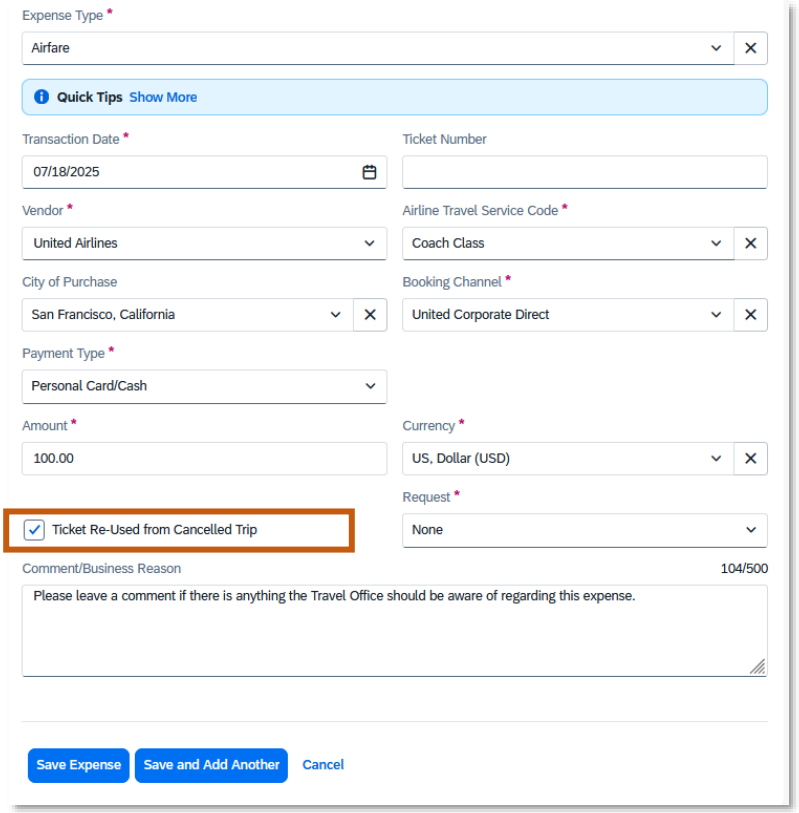


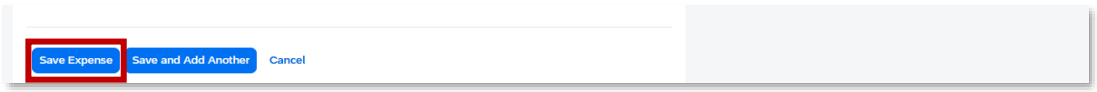
Using a Flight Credit

1. Select '**Airfare**' as the expense type.



2. Complete all the required fields* and check the '*Ticket Re-Used from Cancelled Trip*' box.



When applying a credit from a previously cancelled flight to purchase new airfare, you must attach both the **original itinerary with proof of payment** and the **new airfare receipt with proof of payment** (*for any additional costs not previously claimed*).

3. When finished click **'Save Expense.'**