

**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 [Unused Ticket Affidavit](#) in addition to the airfare receipt.

Vendor \*  
United Airlines

Airline Travel Service Code \*  
Coach Class

City of Purchase  
Honolulu, Hawaii

Booking Channel \*  
Egencia

Payment Type \*  
Personal Card/Cash

Amount \*  
100.00

Currency \*  
US, Dollar (USD)

Ticket Re-Used from Cancelled Trip

Claiming airfare for a cancelled trip

Comment/Business Reason 102/500  
Please leave a comment if there is anything the Travel Team should be aware of regarding this expense.

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).

Vendor \*  
United Airlines

Airline Travel Service Code \*  
Coach Class

City of Purchase  
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Booking Channel \*  
Egencia

Payment Type \*  
Personal Card/Cash

Amount \*  
100.00

Currency \*  
US, Dollar (USD)

Ticket Re-Used from Cancelled Trip

Claiming airfare for a cancelled trip

Comment/Business Reason 102/500  
Please leave a comment if there is anything the Travel Team should be aware of regarding this expense.