



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