

Stanford University
UNUSED AIR TICKET AFFIDAVIT
Request for reimbursement of an unused ticket

I have purchased an air ticket to be used for Stanford University business for travel that was pre-approved by my department.

The business purpose for travel:

I was unable to use this ticket because _____

and I was not able to reschedule a trip for a later date. This ticket now has no value and I request to be reimbursed \$ _____ for the cost of this unused ticket and the service fee associated with it.

I attest that I 1.) paid for this ticket 2.) did not use this ticket 3.) did not have it reissued for travel at a later date 4.) did not receive a voucher from the airline for future travel associated with this ticket, and 5.) have not been reimbursed for this ticket from any other source.

Signature of traveler/purchaser

Signature of person authorized to sign/approve for above traveler

PLEASE ATTACH A COPY OF YOUR ITINERARY/INVOICE SHOWING PROOF OF PAYMENT.