



UNUSED AIR TICKET AFFIDAVIT
Request for reimbursement for an unused air ticket

Submit with TABER Form

I have purchased an air ticket to be used for Rutgers, The State University of New Jersey, business travel that was pre-approved for 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 paid for this ticket; did not use this ticket; did not have it reissued for travel at a later date; did not receive a voucher from the airline for future travel associated with this ticket; have not been reimbursed for this ticket from any other source.

PRINT Name of
Traveler/Purchaser

Signature

PRINT Name of
Dean, Director, Department Head

Signature