



THIS COMPLETED FORM SHOULD BE SUBMITTED WITH AN EXPENSE REPORT AS AN ATTACHMENT

Request for reimbursement for an unused air ticket.

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.

Name(s) and contact information for the Rutgers' personnel responsible for an unused ticket:
RUTGERS BUSINESS UNIT:
CONTACT NAME:
PHONE:
EMAIL:

Trip Date: Reimbursed Amount: \$

Merchant Information:

The business purpose for travel (attach additional sheets, if necessary):

I was not able to use the 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.

Traveler/ Purchaser:

Approver- Dean, Director, Department Head:

Signature _____

Signature _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____