



UNUSED AIRLINE TICKET NOTICE

Company Name _____

Today's date _____

Name of traveler _____

Routing _____

Travel Date _____

Ticketing Date _____

Airline and Ticket Number _____

Partially Used ? Y/N

Ticket Price _____

Reason for Cancellation _____

Comments _____

Manager name _____ date _____

+ The use of this form does not substitute for contacting JTA or the airline directly in advance of travel when a cancellation or change is required to the air itinerary.

+ Email completed form to japan@japantravel.com or fax to 919-782-8766.

+ Please submit within 3 business days of cancellation.