

Procedures for cancelling and/or using an unused ticket credit are as follows:

- Traveler must cancel the reservation 24 hours before flight time to avoid suspension of unused ticket. If the unused ticket becomes suspended, some airlines will allow it to be reopened, but there is an Airline fee to do so.
- Once cancelled the traveler should retain the invoice/receipt sent upon completion of original purchase. This receipt has the original ticket number which will be needed to process the new reservation and use of the unused ticket. Simply communicate to your agent at the time of the new reservation that you have an unused ticket along with the ticket number (information on report, if unknown by traveler) so that you may get credit for the unused portion.
- All airlines charge a reissue fee which can vary by air carrier. The current standard domestic fee is \$150.00, international \$250.00. This reissue fee will be assessed along with any new fare amount if higher than the original purchase price. Agent will quote all fares associated when new reservation is made.