**The University of Southern Mississippi**

**Canceled Airline Ticket Refund**

This form should be completed when travel has been canceled and you are requesting a reimbursement for a nonrefundable airline ticket.

Date: **Click here to enter a date.** Employee ID # **Click here to enter text.**

Employee name: **Click here to enter text.**

Dates of canceled trip: **Click here to enter text.**

Destination of canceled trip: **Click here to enter text.**

Explain circumstances that necessitated the trip to be canceled: **Click here to enter text**.

**I understand that it is the department’s responsibility to ensure that the credit will be used for University related business within the time period designated by the airline.**

***Employee Signature* Date**

***Print name***

***Department Head, Dean or VP Signature* Date**

***Print name***

If you receive reimbursement from the University for a cancelled airline flight, but also receive a flight voucher for future travel, both the traveler and the department understand that it is their responsibility to ensure that the credit will be used for University-related business within the time period designated by the airline if at all possible. Bear in mind that ethics laws of Mississippi declares that public employment is a public trust and any effort to realize personal gain through official conduct or position is a violation of that trust; therefore, as public servants, we should not realize personal gain from benefits that are due the University.

**ATTACH THIS FORM TO THE COMPLETED EMPLOYEE TRAVEL VOUCHER ALONG WITH A COPY OF THE PASSENGER RECEIPT OF THE CANCELED AIRLINE TICKET.**