

Quarterly Unused Ticket Report

| MONTH | Number of Cancelled Tickets | Value of Cancelled Tickets (\$) | Number of Unused Travel Segments | Values of Unused Travel Segments (\$) | Value of Requested Refunds (\$) | Value of Refunds Received (\$) |
|------------------------|-----------------------------|---------------------------------|----------------------------------|---------------------------------------|---------------------------------|--------------------------------|
| October | | | | | | |
| November | | | | | | |
| December | | | | | | |
| Quarterly Total | | | | | | |
| January | | | | | | |
| February | | | | | | |
| March | | | | | | |
| Quarterly Total | | | | | | |
| April | | | | | | |
| May | | | | | | |
| June | | | | | | |
| Quarterly Total | | | | | | |
| July | | | | | | |
| August | | | | | | |
| September | | | | | | |
| Quarterly Total | | | | | | |
| Yearly Total | | | | | | |

DEFINITIONS:

Cancelled Tickets - The number of tickets automatically cancelled.

Value of Cancelled Tickets (\$) - The dollar value of the cancelled tickets.

Unused Travel Segments - The number of unused travel segments purchased for official government travel that were not used by the traveler.

Value of Unused Travel Segments (\$) - The dollar value of the unused travel segments purchased for official government travel that were not used by the traveler.

Value of Requested Refund (\$) - The dollar value of the refunds requested by the component for cancelled tickets and unused travel segments purchased for official government travel.

Value of Refunds Received (\$) - The dollar value of the refunds requested by the component for cancelled tickets and unused travel segments purchased.