



NON-REVENUE **PAPER TICKET REFUND** FORM

REVISED: 3-11-09

Today's Date: _____

*** This form is for employee and employee related paper ticket refunds only (ZED Tickets, Other Airline Tickets, Paper international Upgrades) ***

**** FOR E-TKT REFUNDS – CALL 800-325-9999 option 2 ****

Employee Name: _____

Employee I.D.#: _____

Co-Mail Address: _____

→ *If you paid for your tickets with a credit card, the account used will automatically be credited. There will be no written confirmation sent back to you from US Airways. The credit will appear on your credit card statement. Refunds take between 6-8 weeks for processing. Employee Travel Services can not check on the status of a refund. The only way to check the status is by calling Revenue Accounting at 480-693-6735 or email refunds@usairways.com.*

→ *If you paid for your tickets with cash or check, you may have the check co-mailed or sent by U.S. mail.*

() Check this box to have the refund sent by U.S. Mail & list the address below.
Address: _____

() Check this box to have your refund sent by company co-mail.

→ *Employee Travel Services is not responsible for refund requests and can not check the status of a pending refund.*

→ *Co-Mail envelopes are provided in the Employee Travel office to co-mail your refund directly to Passenger Refunds at PHX- RWE-REF.*

→ *To send your refund request by US Mail, send to the attention of US Airways Passenger Refunds at 4000 E. Sky Harbor Boulevard, Phoenix, AZ 85034.*

→ *To check the status of a refund, please call Revenue Accounting's automated system at 480-693-6735 or email refunds@usairways.com .*

→ *Please keep the white copy of your ticket, which is the customer receipt, or a copy of your ticket for record of your ticket number. This number is needed for the automated system.*

*The **Employee Travel Guide** is posted on the Travel page of Wings and theHub. The information contained in the Guide applies to all US Airways and US Airways Express employees, retirees and all dependents who are eligible for travel privileges. It's your responsibility as an employee to keep yourself and your eligible dependents informed of our travel policies*