

Find below cancellation procedure on TBA.

1. If you want to know ticket cancellation charge then please send one mail on [support@travelbookingagent.com](mailto:support@travelbookingagent.com) & CC to [business@indiafly.com](mailto:business@indiafly.com) or call to our 24x7 call center team on 0-99-11-07-08-09 (Press 1 for ticketing).
2. Once know the cancellation charge then you need to send online request before date of travel from your portal for cancel the ticket and refund the amount.
3. How to find PNR which you want to cancel.

1. For sent cancel request online please go through queues and click on ticket queues.

2. Please select date range when you have booked ticket

3. You will find you PNR which you want to cancel

Travel Date	Ticket Number	Passenger	Sector	Curre
08/03/2016	ZW8VCQ	Mr SAJID KADIWALA (ADT)	AMD-BOM	INR
30/12/2015	AK 429 GFC24T	Mr jayaram gunta (ADT)	TRZ-KUL	INR
04/03/2016	AI 098 7GBERY	Mr KURSHEED SHAIKH (ADT)	AMD-DEL-IXB	INR
05/09/2015	IX 787 OVN5Q	Ms Subbu lakshmi Suresh kumar (ADT)	TRZ-SIN-TRZ	INR
05/09/2015	IX 787 OVN5Q	Mrs Pothammal Vellayanayakar (ADT)	TRZ-SIN-TRZ	INR
05/08/2015	9W 589 PG0G1E	Ms THRESIAMMA JOSEPH (ADT)	GAU-AJL	INR

From dd/mm/yyyy 10

To dd/mm/yyyy 10

Restrict to Airline(s)

Separated with commas

4. Scroll right you will find "Request change." Please click on "Request change".

**List Of Tickets**

Fare	Tax	Total	Payment Mode	Change Request	Ticket	Invoice
163.00	1152.12	1315	ONLINE PAYMENT	<a href="#">Request Change</a>	<a href="#">View all ticket (Normal/ Color)</a>	<a href="#">View Invoice</a>
16148.00	2051.92	18200	ONLINE PAYMENT	<a href="#">Request Change</a>	<a href="#">View all ticket (Normal/ Color)</a>	<a href="#">View Invoice</a>
2795.85	3134.94	5931	ONLINE PAYMENT	<a href="#">Request Change</a>	<a href="#">View all ticket (Normal/ Color)</a>	<a href="#">View Invoice</a>
5122.40	14771.21	19894	ONLINE PAYMENT	Request Sent	<a href="#">View all ticket (Normal/ Color)</a>	<a href="#">View Invoice</a>
5122.40	14771.21	19894	ONLINE PAYMENT	Request Sent		
3751.24	569.74	4321	ONLINE PAYMENT	<a href="#">Request Change</a>	<a href="#">View all ticket (Normal/ Color)</a>	<a href="#">View Invoice</a>

Export To Excel    Export Invoice To Excel

5. After click on "Request change" you will find cancellation form. Please fill carefully as below.

Manage Users   Queues   Accounts   Search   Prepaid Services   Pending Queues

Distributor : TBA    Contact No. : 8750040506

**List Of Tickets**

Total	Payment Mode	Change Request	Ticket
2 1315	ONLINE PAYMENT	<a href="#">Request Change</a>	View (N
12 18200	ONLINE PAYMENT	<a href="#">Request Change</a>	View (N
14 5931	ONLINE PAYMENT	<a href="#">Request Change</a>	View (N
.21 19894	ONLINE PAYMENT	Request Sent	View (N
.21 19894	ONLINE PAYMENT	Request Sent	View (N
1 4321	ONLINE PAYMENT	<a href="#">Request Change</a>	View (N

**Request Change**

Passenger Name : **SAJID KADIWALA**

Ticket Number : **ZW8VCQ**

Refund  
 Single Refund  
 Refund All Passenger  
 Change Itinerary/Reissue (Change Ticket Details)

*By default selection if single passenger with single PNR.*

*Please select All sectors for Refunding All Passenger*

**Please select Refund Sectors**

All  
 AMD-BOM

*One way ticket then click on "All"*

**Please enter remarks**

Fill the remarks with cancellation request if passenger want to cancel. If case of full refund then mention "Require full refund" with valid reasons.

**NOTE: In case of FullRefund, please add**

6. How to cancel if there is one PNR and more passengers & there is either return flight or connecting flight.

Manage Users ▾ Queues ▾ Accounts ▾ Search ▾ Prepaid Services ▾ Pending Queues ▾

Distributor : TBA Contact No. : 8750040506

### List Of Tickets

Currency	Fare	Tax	Total	Payment
INR	163.00	1152.12	1315	ONLINE PAYMEN
INR	16148.00	2051.92	18200	ONLINE PAYMEN
INR	2795.85	3134.94	5931	ONLINE PAYMEN
INR	5122.40	14771.21	19894	ONLINE PAYMEN
INR	5122.40	14771.21	19894	ONLINE PAYMEN
INR	3751.24	569.74	4321	ONLINE PAYMEN
INR	2963.13	5712.01	8675	CASH

#### Request Change

Passenger Name : **HARESH RELWANI**  
Ticket Number : **KENSUE**

Refund  
 **Single Refund**  
 Refund All Passenger  
*Please select All sectors for Refunding All Passenger*  
 Change Itinerary/Reissue (Change Ticket Details)

**Please select Refund Sectors**

All  
 PNQ-DEL  
 DEL-PNQ

**Please enter remarks**

NOTE: In case of FullRefund, please add FULLREFUND Text in Remarks

Maximum 500 characters

*In 01 PNR there is more than pax then it will show by default select single refund*

*This is return flight and you want to cancel delhi - puen then click only in that. But want to cancell going and returning both then click on "All".*

7. Once fill the "Request change you can check you refund/Cancel status as below:

Balance Left : RS 1056922.68    Nidhi Menra - 11

**Change Request Page**

If showing pending then your refund has not received.

Subagent	Travel Date	PNR/Ticket No.	Passenger Name	Request Status	Request Type
Adeona Tours and Travels	02/09/2016	Y8WQ5P	Mr Popatlal Parmar (ADT)	Pending	Cancellation

**Change Request Page**

PNR/Ticket No.	Passenger Name	Request Status	Request Type	Currency	Refunded Amount
N3R3PY	Mr Popatlal Parmar (ADT)	Processed	Cancellation	INR	0.00

If showing processed then we have received amount.

**Change Request Page**

If showing rejected then you cancellation has not approved and we have not received any amount. Then you need to contact to our support team.

Ticket No.	Passenger Name	Request Status	Request Type	Currency	Refunded Amount	Cancellation
1503032	Mr Sandeep Kulkarni (ADT)	Rejected	Cancellation	INR	0.00	0.00