

Find below cancellation procedure on TBA.

1. If you want to know ticket cancellation charge then please sent one mail on support@travelbookingagent.com & CC to 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.

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

2. Please select date range when you have booked ticket

Travel Date	Ticket Number	Passenger	Sector	Curre
08/03/2016	ZW8VCQ	Mr SAJID KADIWALA (ADT)	AMD-BOM	INR
30/12/2015	GFC24T	Mr jayaram gunta (ADT)	TRZ-KUL	INR
04/03/2016	9794090695	Mr KURSHEED SHAIKH (ADT)	AMD-DEL-IXB	INR
05/09/2015	OVNX5Q	Ms Subbu lakshmi Suresh kumar (ADT)	TRZ-SIN-TRZ	INR
05/09/2015	OVNX5Q	Mrs Pothammal Vellayanayakar (ADT)	TRZ-SIN-TRZ	INR
05/08/2015	9644389893	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	Request Change	View all ticket (Normal/ Color)	View Invoice
16148.00	2051.92	18200	ONLINE PAYMENT	Request Change	View all ticket (Normal/ Color)	View Invoice
2795.85	3134.94	5931	ONLINE PAYMENT	Request Change	View all ticket (Normal/ Color)	View Invoice
5122.40	14771.21	19894	ONLINE PAYMENT	Request Sent	View all ticket (Normal/ Color)	View Invoice
5122.40	14771.21	19894	ONLINE PAYMENT	Request Sent		
3751.24	569.74	4321	ONLINE PAYMENT	Request Change	View all ticket (Normal/ Color)	View Invoice

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	Request Change	View (N
12 18200	ONLINE PAYMENT	Request Change	View (N
14 5931	ONLINE PAYMENT	Request Change	View (N
.21 19894	ONLINE PAYMENT	Request Sent	View (N
.21 19894	ONLINE PAYMENT	Request Sent	View (N
1 4321	ONLINE PAYMENT	Request Change	View (N

Request Change

Passenger Name : **SAJID KADIWALA**

Ticket Number : **ZW8VCQ**

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

Please select Refund Sectors

All
 AMD-BOM

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:

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

Distributor : TBA

Balance Left : Rs -387300.21 Meenkashi Sharma - TBA DEMO View Profile Logout
For Payment (Click Here)

Change Requests

Booking Queue
Ticket Queue
Hotel Booking Queue
Hotel Change Request Queue
Change Requests
Prepaid Service Queue
Insurance Queue
RedBus Queue
Transfer Queue

View Latest 5 Refunds

Show Only

More Options
Three months
Today
Date Range
From dd/mm/yyyy
To dd/mm/yyyy
Cancellation

Select date when you have cancel.

For cancel refund status please go through change requests option.

Balance Left : RS 1056922.68 Nidhi Menra - II

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

if showing processed then we have received amount.

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

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 Amount
1503032	Mr Sandeep Kulkarni (ADT)	Rejected	Cancellation	INR	0.00	0.00