



# How to rebook using an Exchange Travel Credit

**When your clients are ready to rebook, this can be done as usual on our website [vaflightstore.com](https://vaflightstore.com) or via Amadeus, simply log in and follow the steps below:**

- *Make a new booking as you usually would*
- *Add a booking remark on the new booking stating "C19" with the original PNR to remind you that this is an exchange travel credit booking*
- *These new bookings will have to be ticketed by us offline, this way we can use the airline exchange travel credit we have from the original booking toward the new one*

## **IMPORTANT**

Please do not ticket these new bookings yourself or we will not be able to use the exchange travel credit from the original booking against the new booking.