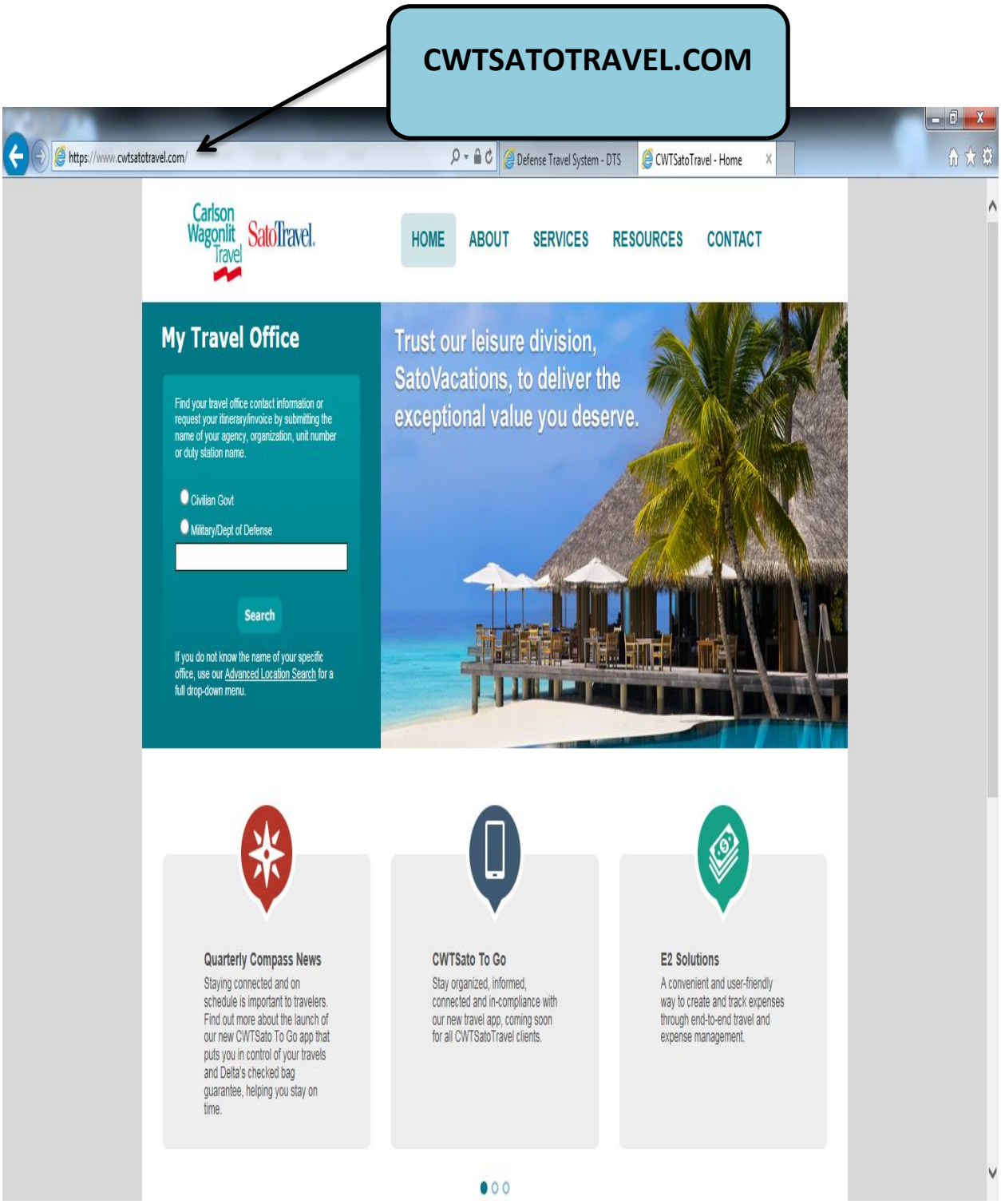
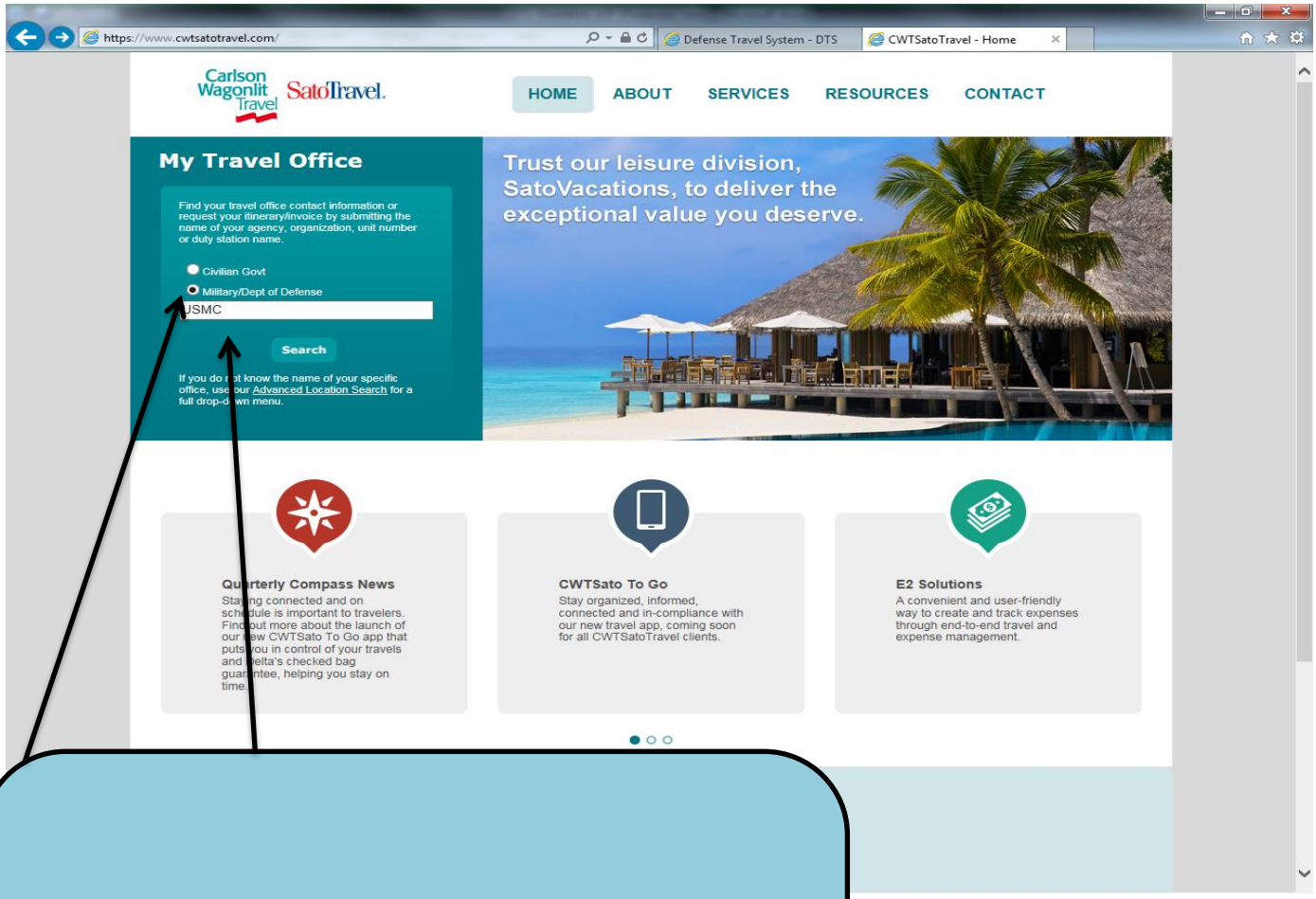
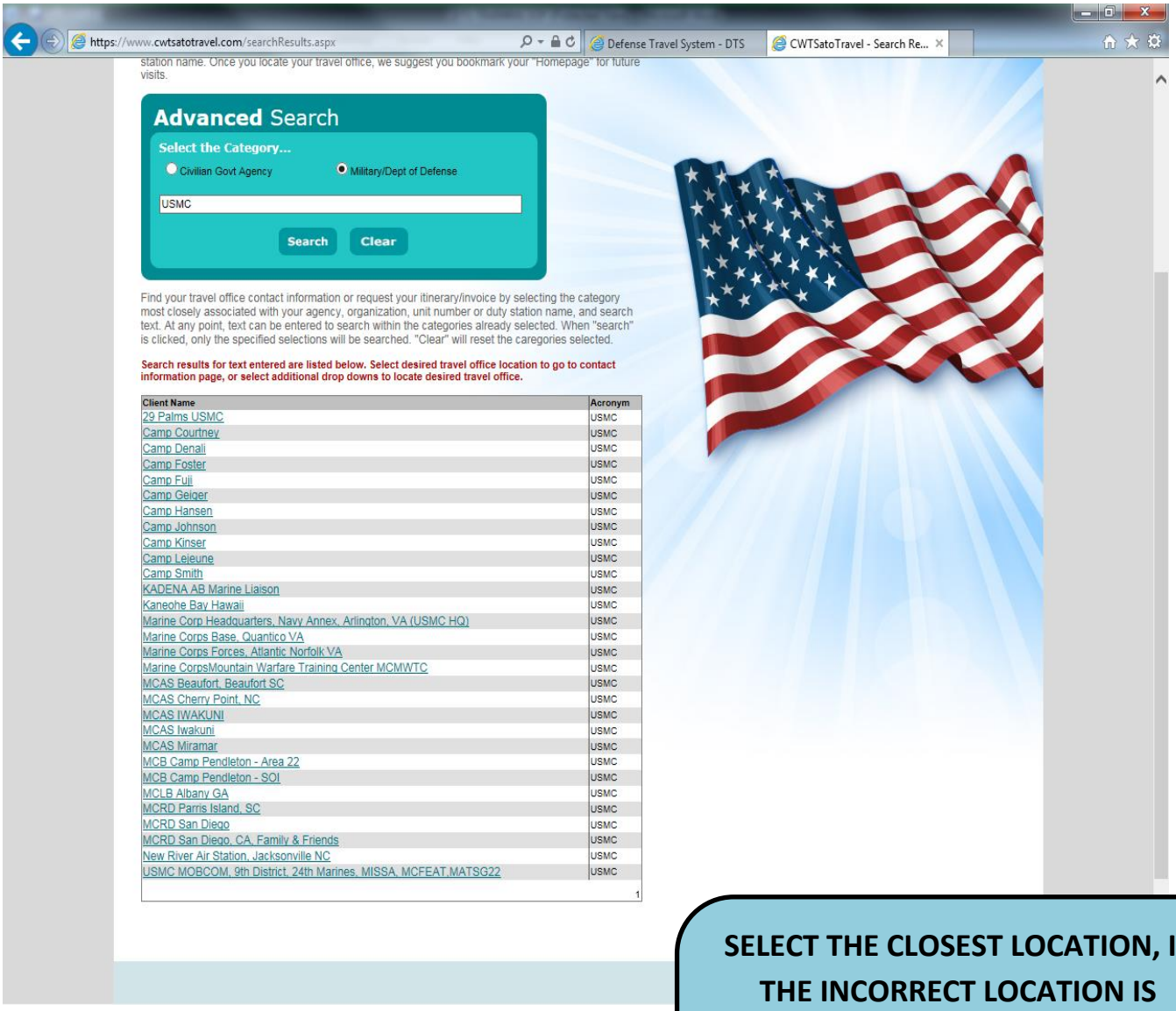
FLIGHT ITINERARIES



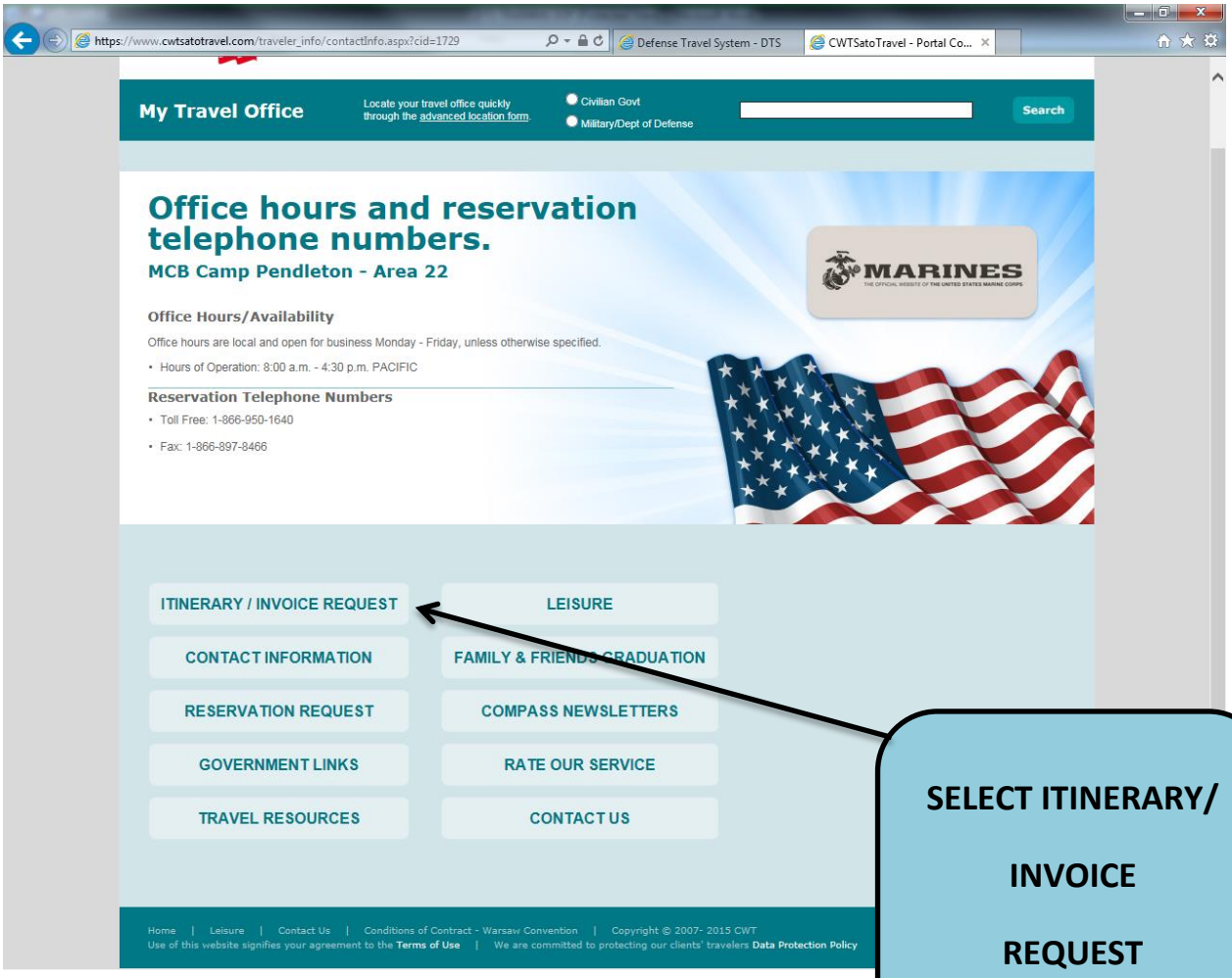


-UNDER THE MY TRAVEL OFFICE BOX, SELECT THE MILITARY/ DEPT OF DEFENSE BUTTON

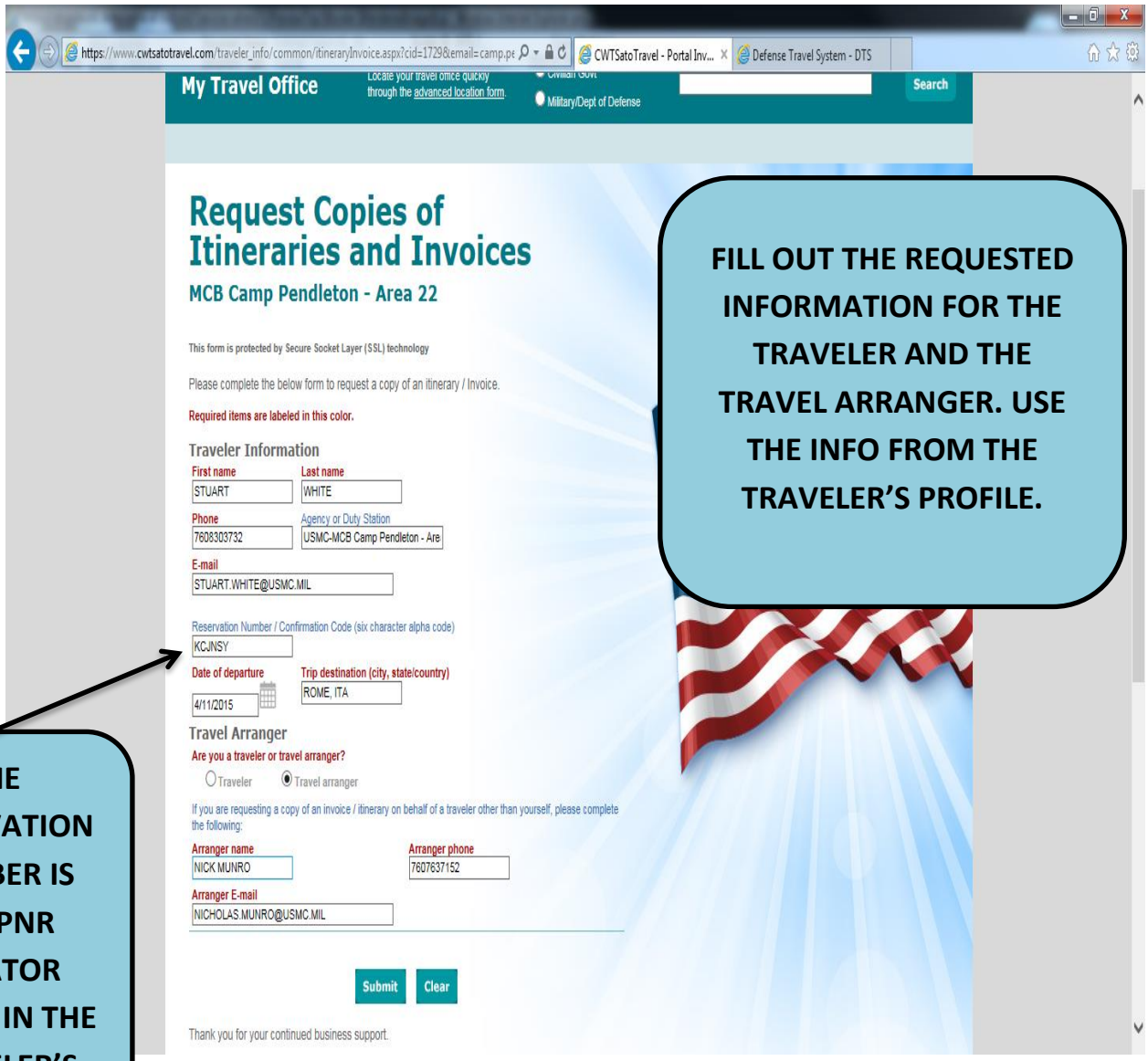
-TYPE IN USMC OR THE APROPRIATE DUTY STATION



SELECT THE CLOSEST LOCATION, IF THE INCORRECT LOCATION IS SELECTED SATO WILL ROUTE THE EMAIL REQUEST TO THE APPROPRIATE LOCATION.

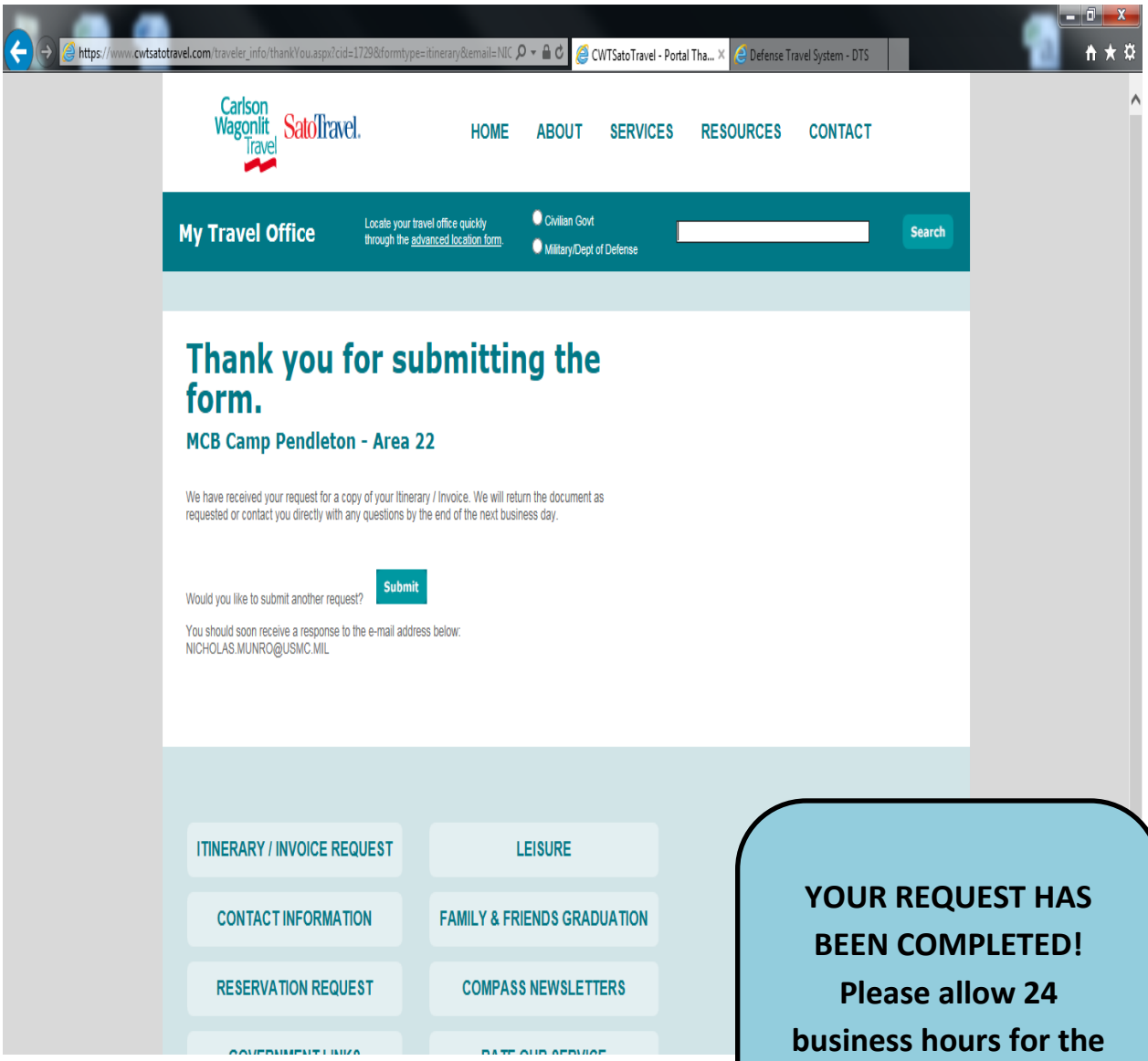


SELECT ITINERARY/ INVOICE REQUEST



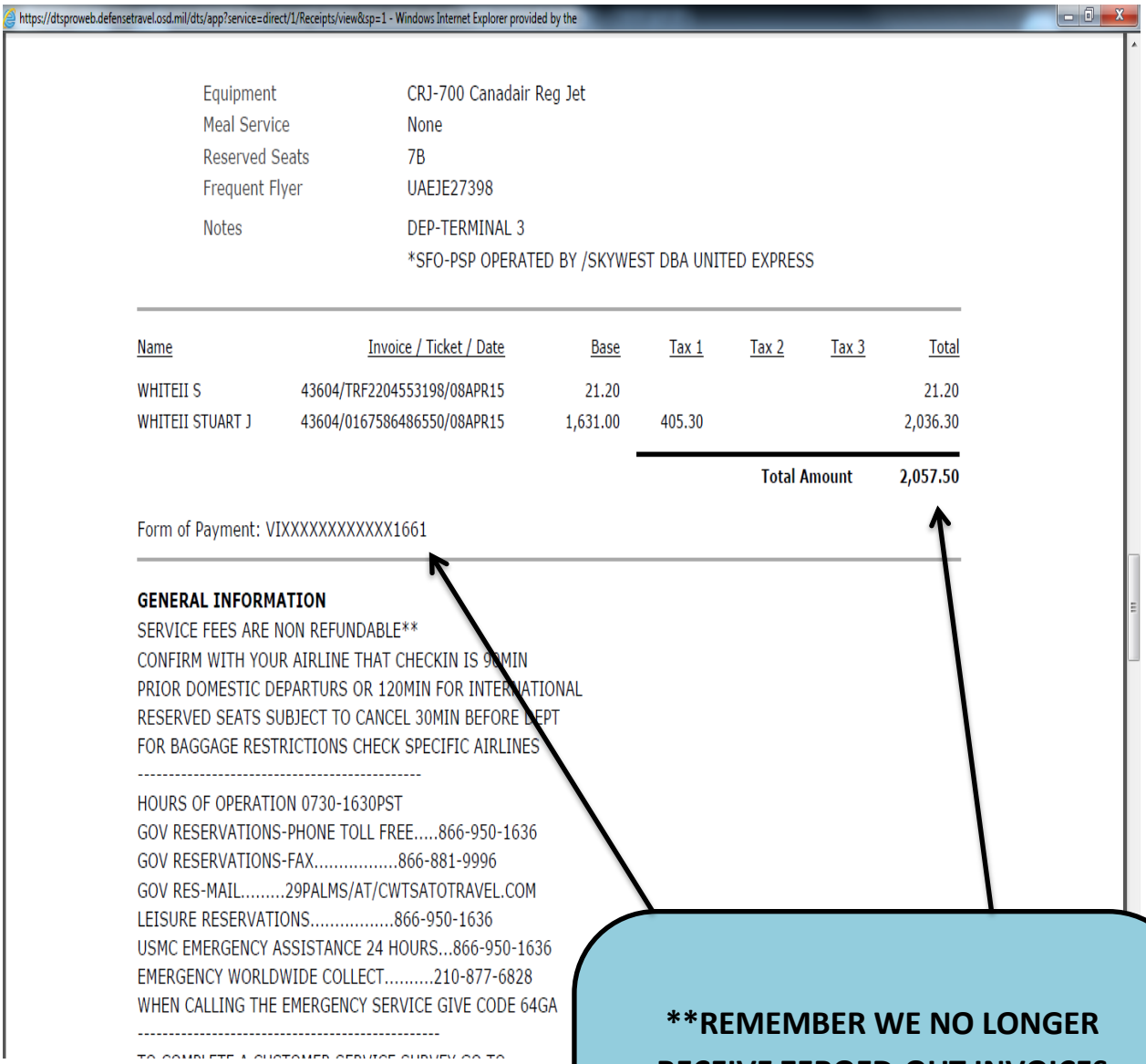
FILL OUT THE REQUESTED INFORMATION FOR THE TRAVELER AND THE TRAVEL ARRANGER. USE THE INFO FROM THE TRAVELER'S PROFILE.

THE RESERVATION NUMBER IS THE PNR LOCATOR FOUND IN THE TRAVELER'S



YOUR REQUEST HAS BEEN COMPLETED! Please allow 24 business hours for the request to be fulfilled.

ONCE YOU HAVE RECEIVED THE ITINERARY UPLOAD IT IN THE SUBSTANTIATED RECORDS OF THE DOCUMENT.



****REMEMBER WE NO LONGER RECEIVE ZEROED-OUT INVOICES FROM SATO, BUT WE STILL REQUIRE THE TRAVELER'S NAME, THE COST OF THE FLIGHT, AND THE LAST FOUR NUMBERS OF THE CREDIT CARD.**