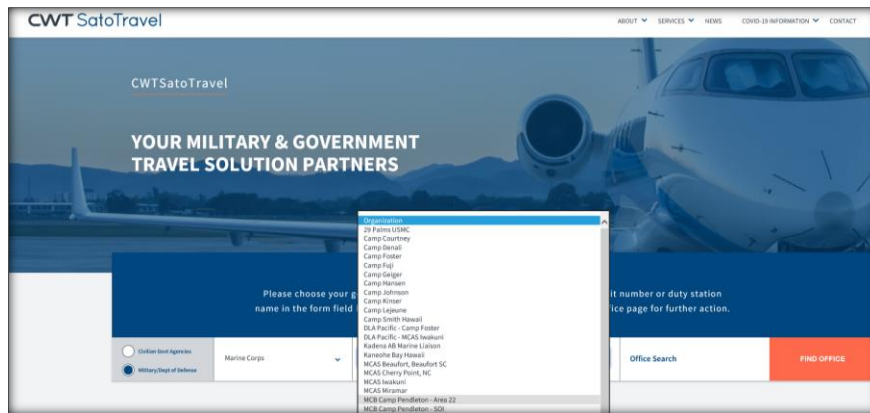


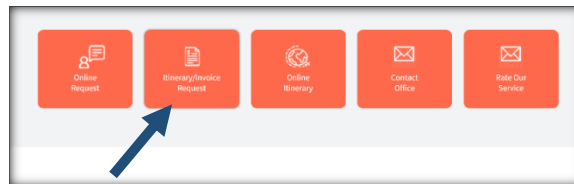
## How To Request A CWTSatoTravel Itinerary/Invoice

*CWTSatoTravel emails the Itinerary/Invoice once the reservation is ticketed. (Usually 3 days before the flight). Check your email before requesting a copy of the itinerary.*

- Visit [CWTSatoTravel.com](https://www.cwtsatotravel.com) and use the “Travel Office Locator” to select your installation.



- In the travel office portal, there is a clickable “Itinerary/Invoice Request”



- Input all required information to include a work or personal email.

A screenshot of a web form titled "Request Copies of Itineraries and Invoices" for "MCB Camp Pendleton - Area 22". The form includes a security notice and instructions. It has two main sections: "Traveler Information" and "Trip Details".  
**Traveler Information:**  
\*First Name: Joe  
\*Last Name: Smith  
\*Phone: 7607251234  
\*Agency or Duty Station: USMC-MCB Camp Pendleton - Area  
\*Email: joe.smith123@usmc.mil  
**Trip Details:**  
\*Date of departure: 02/16/2022  
\*Trip destination (city, state/country): Quantico, VA  
\*Trip Identifier: How do I find these items?  
\*Record Locator / Confirmation Code: ACBEXY  
\*Are you a traveler or travel arranger?  
 Traveler  Travel arranger  
A note at the bottom states: "If you are requesting a copy of an invoice / itinerary on behalf of a traveler other than yourself."

- This hyperlink will show you where to obtain your Record Locator/Confirmation Code/ Ticket number:  
[https://www.cwtsatotravel.com/content/dam/satotravel/traveler\\_Info/docs/WheretofinditineraryNumbers.pdf](https://www.cwtsatotravel.com/content/dam/satotravel/traveler_Info/docs/WheretofinditineraryNumbers.pdf)
- CWTSatoTravel will email the itinerary/invoice within 24 hours.