



How to obtain CWT SATO Travel Airfare receipt

MARFORCOM DTS Help Desk

https://www.cwtsatotravel.com/traveler_info/common/itineraryInvoice.html?cid=2869&email=USMC.NorfolkCTO@cwtsato.com

Request Copies of Itineraries and Invoices

Marine Corps Forces, Atlantic Norfolk VA

This form is protected by Secure Socket Layer (SSL) technology

Please complete the below form to request a copy of an itinerary / Invoice.

INSTRUCTIONS

* Required items are labeled with a red asterisk.

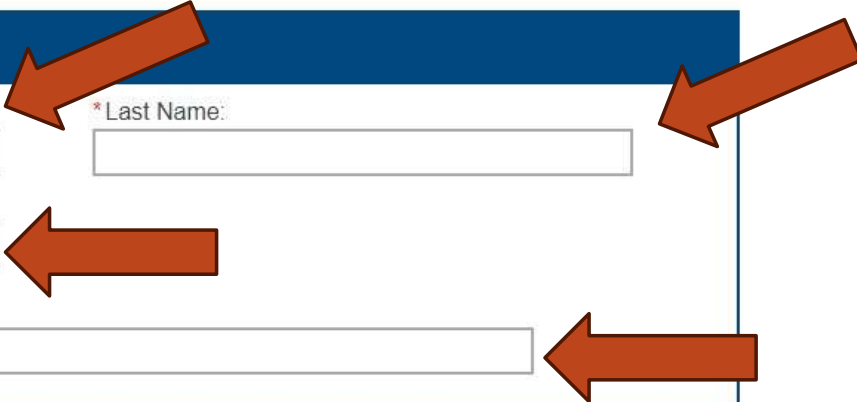
Traveler Information

* First Name:

* Last Name:

* Phone:

* Email:



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Trip Details

*Date of departure:

*Trip destination (city, state/country):

*Trip Identifier:

[How do I find these items?](#)

- Record Locator / Confirmation Code
 Ticket Number

*Are you a traveler or travel arranger?

- Traveler Travel arranger

You are the traveler

If you are requesting a copy of an invoice / itinerary on behalf of a traveler other than yourself, please complete the following:

Arranger name:

Arranger phone:

Arranger email:

SUBMIT

CLEAR

Receipts are typically provided within 72 hours.

This request for a receipt is not required if you have the email that was sent to you from CTO (Invoice-NoReply@cwtsato.com) with a PDF itinerary that states the following:

CWT
SatoTravel | Your Itinerary

Trip on Jul 13, 2024 Locator: **KRESFV** Date: **Jul 10, 2024**

Traveler [REDACTED]

**THIS IS YOUR OFFICIAL RECEIPT FOR TRAVEL
PLEASE RETAIN FOR VOUCHERING OR
REIMBURSEMENT PURPOSES.**

Customer Number S2912SU
Agent OJ

*****NO FARE IS GUARANTEED UNTIL TICKETED*****
----- IMPORTANT CHANGE -----
IF TICKET NUMBER IS NOT REFLECTED ON THIS ITINERARY,
THIS AIR RESERVATION WILL AUTOMATICALLY BE CANCELLED
AT 72 HOURS PRIOR TO TRAVEL DATE IF APPROVAL OR
ORDERS ARE NOT RECEIVED FOR TICKETING DUE TO AIRLINE
FARE RULES. THE TRAVELER IS RESPONSIBLE FOR
CANCELLING ALL ASSOCIATED HOTEL AND CAR RESERVATIONS
TO AVOID ANY NO-SHOW PENALTIES.

IF YOU NEED HELP QUICKLY WE OFFER
A CHAT FEATURE FOR INVOICE REQUESTS, CREDIT CARD
DECLINE ASSISTANCE OR SUBMITTING BACK TO DTS AND MORE.
VISIT WWW.CWTSATOTRAVEL.COM/HOME FOR A FULL LIST OF
CHAT FUNCTIONS AVAILABLE AND TO START A CHAT.
ADDITIONAL GUIDANCE FOR MANAGING BOOKINGS CAN BE FOUND
AT THE DEFENSE TRAVEL MANAGEMENT OFFICE WEBSITE
WWW.TRAVEL.DOD.MIL/ABOUT/NEWS/ARTICLE/ARTICLE/3406667/

AIR/RAIL TRANSPORTATION EXPENSES ON THIS ITINERARY
ARE BILLED TO AN INDIVIDUALLY BILLED ACCOUNT.
THESE EXPENSES ARE REIMBURSABLE TO THE TRAVELER.
FEES TOTALING 24.83PP CHARGED IN ADDITION TO TKT PRICE
FEE-USD24.83PP-AIR DOMESTIC, ONLINE
FEE 8902202185998 TOTALING 24.83
TICKET TOTALING ... 1363.20
FEE AND TICKET TOTAL ... 1388.03