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Record Locator/Confirmation Code

CWTSatoTravel Itinerary or Invoice

All CWTSatoTravel itineraries and invoices display the record locator at the top of the document.

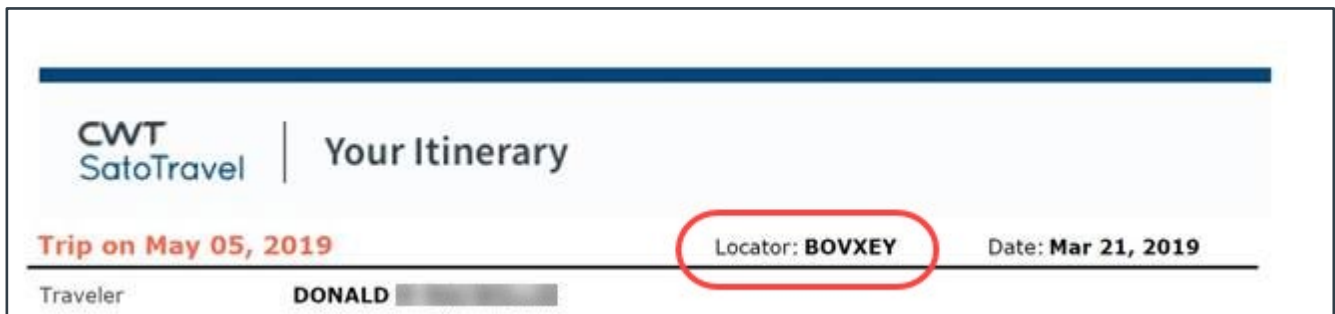


Figure 1: CWTSatoTravel Itinerary — Locator field

Defense Travel System (DTS)

The record locator can be found on the Review Reservation Selections page under the Trip Details.

Review Reservation Selections Email Print

Trip Details: ZCFTBENNINGGA062219_A01

Trip Type: Temporary Duty Travel (Routine)
Trip Description: PNR Locator: ABCDEF
 Dates: 06/22/2019 - 06/22/2019
DTS/TMC Confirmation ID: ABCDEF
 Lodging Cancellation History

June 22, 2019

FLIGHT to Columbus Booked! **Confirmation: DCCL*A1BC2D**

Saturday June 22, 2019 **1 Connection**
 IND - Indianapolis **CSG - Columbus Apt** 2h 35m

Delta Air Lines Flight 960 06:00 AM **IND - Indianapolis** 07:31 AM **ATL - Atlanta Hartsfield** **DURATION** 0m

Figure 2: Defense Travel System, Review Reservation Selections — Trip Details

E2 Solutions

Method 1

The record locator can be found in the **Confirmation Number** field on the authorization's Reservation page.

Step 2 : Reservation

Traveler Name: IRIS QA LINCOLN Trip ID: 471234 Authorization Status: Reservations Booked

Your last date to ticket this reservation is 23-Sep-2019.

Confirmation Number: ZQUKHP

Air

Departure Date	From	To	Fare Type	Cabin Class	Flight #	Vendor	Last Update	Vendor Confirmation	Change Existing Reservation
Thursday, September 26, 2019 08:56am	ORD/O Hare International (ORD)	Sky Harbor International (PHX)	YCA	ECONOMY	1057	United Airlines	Tuesday, June 18, 2019	FNRQJ6	Change Existing Reservation
Friday, September 27, 2019 07:35am	Sky Harbor International (PHX)	ORD/O Hare International (ORD)	YCA	ECONOMY	656	United Airlines	Tuesday, June 18, 2019	FNRQJ6	Change Existing Reservation

Fare Type: | YCA: Govt contract fare | -CA: Govt contract fare limited availability | -CB: Govt contract fare business class | -DG: Govt non-contract fare limited availability | REF: Refundable fare | NRF: Non-refundable fare

Ticket Data

No ticket data available.

Figure 3: Authorization Reservation — Confirmation Number field

Method 2

If you have a copy of your printable authorization, the record locator can be found within the Authorization History section.

Date	Action
18JUN19 Tue 07:16AM	Current status New Authorization
18JUN19 Tue 07:16AM	Created by IRIS QA LINCOLN
18JUN19 Tue 07:16AM	Created for Minor Customer: TW AID Minor Customer (TWAID)
18JUN19 Tue 07:16AM	Current status: Booking In Progress
18JUN19 Tue 07:19AM	Current status: Reservations Booked
18JUN19 Tue 07:19AM	(UCUGYG) Booked Total Air Amount: 548.60 USD with fare type YCA/YCA

Figure 4: Printable Authorization — Authorization History entry

GetThere

The record locator for an active trip can be found on the Manage Trips page in GetThere (i.e., the online booking tool).

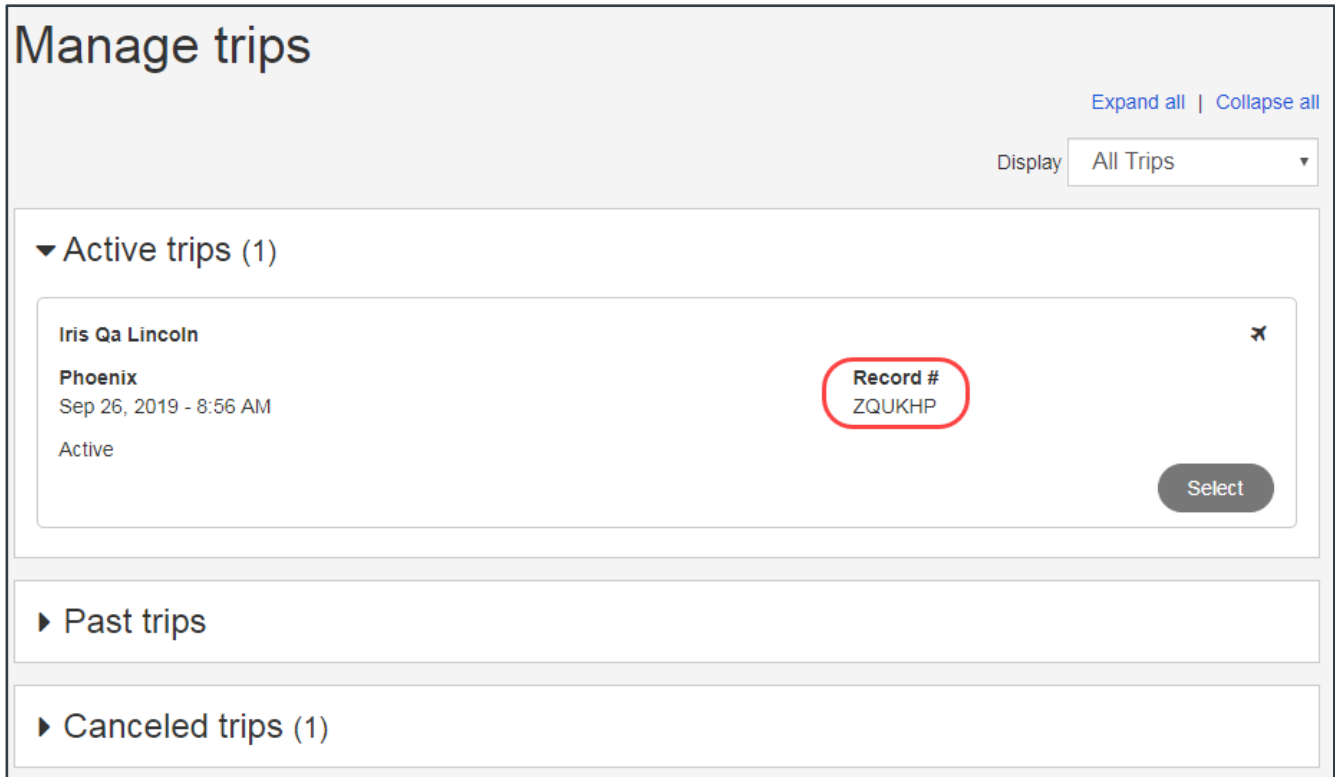


Figure 5: GetThere Manage Trips — Record # field

Ticket Number

Credit Card Statement/Bill

The ticket number is typically included in the transaction description on your credit card statement/bill.

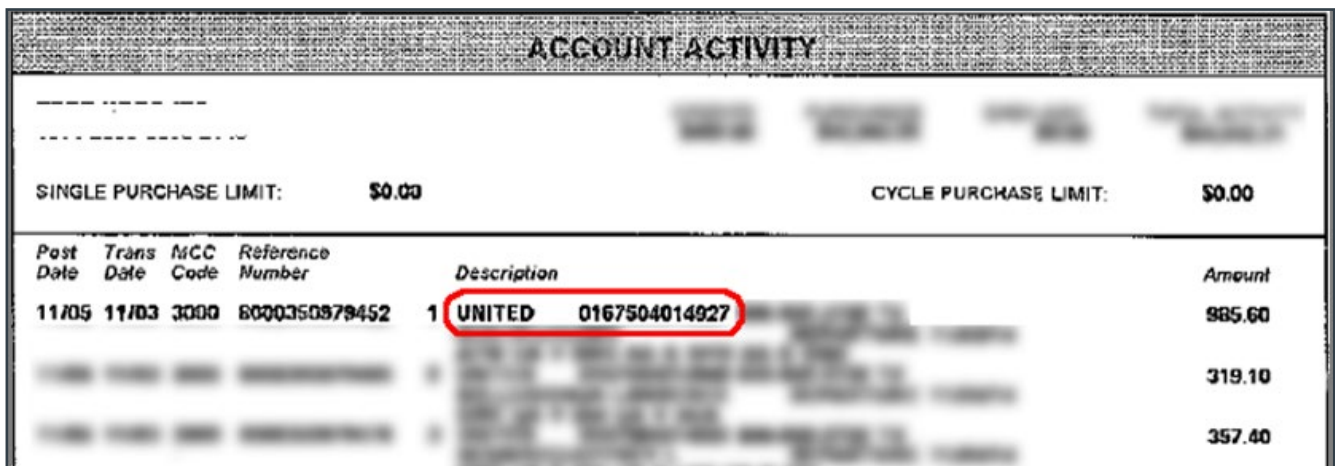


Figure 6: Credit Card Statement — Ticket Number

CWTSatoTravel Invoice

All CWTSatoTravel invoices display the ticket number, as indicated in the following figure.

<u>Name</u>	<u>Invoice / Ticket / Date</u>	<u>Base</u>	<u>Tax 1</u>	<u>Tax 2</u>	<u>Tax 3</u>	<u>Total</u>
ANDERSON WILLIAM A	111/0167681530000/17SEP15	USD 301.40	22.60US	8.00ZP	20.20XT	352.20
ANDERSON W	112/TRF2487132398/17SEP15	1.00				1.00
Total Amount						353.20
Form of Payment: CXXXXXXXXXXXX6951						

Figure 7: CWTSatoTravel Invoice — Ticket Number

Defense Travel System (DTS)

Ticket number information is not available via DTS.

E2 Solutions

Once the trip has been ticketed, the ticket number can be found in the Ticket Data section on the authorization's Reservation page.

GetThere

Ticket number information is not available via GetThere.