

How to Request a CWTSatoTravel Itinerary/Invoice

LOCATE YOUR TRAVEL OFFICE



-○ Visit www.CWTSatoTravel.com and use the "Travel Office Locator"
-○ In the travel office portal, there is a clickable "Itinerary/Invoice Request" button

REQUEST ITINERARY/INVOICE



-○ Fill in the required fields (labeled in red)
-○ Note: the Reservation Number/Confirmation Code is a six character alpha code. Name ordering is first, last.



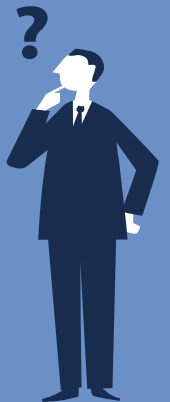
TRAVEL ARRANGERS:

Please fill in your name, phone and email

NOW WHAT?



-○ An office rep will reply within 24 hours of receipt.
-○ If you need to submit a new request, click the button at the bottom of the "Thank You" screen and submit new travel information



PLEASE NOTE



-○ All invoices and itineraries are originally distributed via email, so travelers and arrangers should first check their inbox for Ticketed Invoice and Itinerary emails from CWTSatoTravel before resorting to these steps.