

Adding your e-Invoice from Virtuallythere.com

Why print the e-Invoice?

▶ Purpose:

- E-Invoices from virtuallythere.com reflects the exact amount paid for any flights booked by a servicing Commercial Travel Office.
- As an approving official this is important to correctly reimburse travelers for the fees incurred when utilizing the Government Travel Charge Card (GTCC).
- Note: If the traveler does not have a GTCC and is utilizing the Centrally Billed Account (CBA) then reimbursement will be directed automatically to the CBA.

What do you need?

- ▶ To access and print the e-invoice you will need:
 - The authorization PNR number
 - The travelers last name
 - E-mail address from the DTS profile

Reference:**Document Comments****Comments to the Approving Official:**

Amended to add new GOVCC information for use on this TAD.

Comments from the Travel Agent:**Air Comments:** CTO BOOKED-PLEASE REVIEW SEGMENTS DATES AND TIMES METHOD OF PAYMENT TO GOVCC AND WANT TO ENSURE TH

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

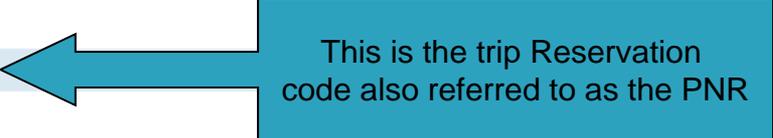
Trip Type: AA-ROUTINE TDY/TAD
Trip Purpose: CONFERENCE ATTENDANCE
Trip Description: Defense Travel Management Seminar PNR Locator:ETZMLM

Overall Starting Point Time Zone: PST (09)

Itinerary: Leave From: CHULA VISTA,CA
[View](#) Leave: 07-Jun-10

Location 1 - DENVER,CO Time Zone: MST (08)

Itinerary: Leave From: DENVER,CO
[View](#) TDY/TAD Location: DENVER,CO
Arrive: 07-Jun-10
Leave: 11-Jun-10



This is the trip Reservation code also referred to as the PNR



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- [Chicago](#)

Check Your Itinerary

TYPE YOUR RESERVATION CODE

ADD PASSENGER LAST NAME

VIEW ITINERARY

Your PNR Code in 1st Box

Your last name goes in bottom box

Click on "VIEW ITINERARY"

English ▾
 display ▾

Log In ▾
 Sign up Now ▾

My Profile My Trips Help



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- Book ground transportation, travel extras and travel protection to complete your trip
- Find out what's happening in the city you're visiting including





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VISIT CITY NOW ▶

Visit a popular DESTINATION CITY

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- [Chicago](#)

Check Your Itinerary

Traveler Verification

REMEMBER ME

Please enter your e-mail address or the password provided by your travel arranger

Click on View Itinerary

VIEW ITINERARY

Put e-mail address From Passenger's Profile.

English

12 hrs display

Log In

Sign up Now

My Profile

My Trips

Help



With Sabre® Virtually There® it's easy to pinpoint your travel details. Access virtuallythere.com 24/7 via your PC or mobile device and you can:

- Check the [status of any flight](#) including delays, cancellations and gate info
- Book ground transportation, travel extras and travel protection to complete your trip
- Find out what's happening in the city you're visiting including



detailed FLIGHT INFORMATION

DENVER, CO ROBERT T MCDOWELL ETZMLM

Overview Air Others

Travel Arranger Priority Comments

NO FARE IS GUARANTEED UNTIL TICKETED AIR/RAIL TRANSPORTATION EXPENSES ON THIS ITINERARY ARE BILLED TO A CENTRALLY BILLED ACCOUNT. IT IS OWNED BY THE GOVERNMENT AND THESE EXPENSES ARE NOT REIMBURSABLE TO THE TRAVELER.

Monday Jun 7

SAN SAN DIEGO, CA

DEN DENVER, CO

UNITED AIRLINES UA 0418

Check-In

Departing At 07:34 am Terminal TERMINAL 1

Arriving At 11:05 am Terminal Not Available

Passenger Name	Seats	Frequent Flyer Number	
ROBERT T MCDOWELL	19C / Confirmed		
Airline Reservation Code	MHG9J3	Duration	02hr(s) :31min(s)
Status	Confirmed	Class	Economy
Aircraft	BOEING 757 200 SERIES JET	Gate	Check for latest information

This Page is were all your info resides For TAD/TDY

NEXT STEPS

- Print Itinerary
- Save as PDF
- Send to TripCase
- E-mail Itinerary
- Add to Calendar
- View Invoice
- Add to My Trips



Save time



create your traveler profile.

SIGN UP TODAY

sabre virtuallythere

eTicket Receipt(s)
0377875145414 - SUMME/R

This is where the confusion comes from. E-ticket receipt is not a valid receipt. Why? The e-ticket contains information of what payment method WILL BE USED & HOW MUCH, not what has been billed.

Next slide shows example.

October 19
Tuesday

Information

DEFENSE TRAVEL SYSTEM

Notes

RESERVED SEATS SUBJECT TO CANCEL 30MIN BEFORE DEPT FOR BAGGAGE RESTRICTIONS CHECK SPECIFIC AIRLINES

HOURS OF OPERATION 0800-1630PST.

- GOV RESERVATIONS-PHONE.....858-689-4756
- GOV RESERVATIONS-FAX.....858-689-8048
- GOV RES-MAIL.....MCASMIRAMAR/AT/CWTSATOTRAVEL.COM
- LEISURE RESERVATIONS.....800-755-5670 OPTION 3*
- EMERGENCY ASSISTANCE 24 HOURS.....800-627-7777
- EMERGENCY WORLDWIDE COLLECT.....210-877-6828

TO COMPLETE A CUSTOMER SERVICE SURVEY GO TO WWW.CWTSATOTRAVEL.COM

NEXT STEPS

- Print Itinerary
- Save as PDF
- Send to TripCase
- E-mail Itinerary
- View eTicket Receipt
- View eInvoice
- Add to My Trips



Where do you want to go?

Maps | Directions

Period.
trip case

My Spring Tri
Mandarin Oriental Tokyo
Tokyo, JP

CHECK IN	LOCAL TIME
Fri, Apr 17	3:00 PM
CHECK OUT	LOCAL TIME
Sun, Apr 19	12:00 PM

10 of 11

Click to see details

22Apr10	US AIRWAYS US 192	PHOENIX, AZ	SAN DIEGO, CA	Class ECONOMY Seat Number CHECK-IN REQUIRED Booking Status CONFIRMED Fare Basis TCA Not Valid After 19APR
		Time 8:05pm	Time 9:18pm	

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXXXX 6085
Endorsement / Restrictions	NONE
Fare Calculation Line	SAN US X/PHX US LAS92.09TCA US X/PHX US SAN92.09 TCA USD184.18END ZPSANPHXLASPHX
Fare	USD 184.18
Taxes/Fees/Charges	USD 13.82 US (US TRANSPORTATION TAX)
	USD 14.80 ZP (US SEGMENT TAX)
	USD 28.00 XT (COMBINED TAXES)
Total Fare	USD 240.80

Positive identification required for airport check in

Notice:

Carriage and other service provided by the carrier are subject to conditions of carriage, which are hereby

eTicket Receipt(s)
0377875145414 - SUMME/R

Travel Arranger Prior
***NO FARE IS GUARANT
AIR/RAIL TRANSPORTA
ARE BILLED TO AN INDIV
THESE EXPENSES ARE
TICKET PURCHASED WI
FEES TOTALING 4.50PP
FEE-USD4.50PP-AIR/AM

The "View Invoice"
Has the correct receipt
It shows to what payment method it was settled
to and amount and that the balance due is
ZERO.

Next slide shows example.

NEXT STEPS

- Print Itinerary
- Save as PDF
- Send to TripCase
- E-mail Itinerary
- View Ticket Receipt



Where do you want to go?
Maps | Directions

Period.
trip case

My Spring Tri
Mandarin Oriental Tokyo
Tokyo, JP
CHECK IN
Fri, Apr 17 LOCAL TIME 3:00 PM
CHECK OUT
Sun, Apr 19 LOCAL TIME 12:00 PM
10 of 11

Click to see details

Other

Status

Information

DEFENSE TRAVEL SYSTEM

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FOR BAGGAGE RESTRICTIONS CHECK SPECIFIC AIRLINES

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TO COMPLETE A CUSTOMER SERVICE SURVEY GO TO
WWW.CWTSATOTRAVEL.COM

Flight: US AIRWAYS 192

From	PHOENIX, AZ	Departs	8:05pm
To	SAN DIEGO, CA	Arrives	9:18pm
Departure Terminal	4	Arrival Terminal	2
Duration	01hr(s) :13min(s)	Class	Economy
Type		Meal	
Stops	Non Stop		

DATE: Tue, Oct 19

Others

INFORMATION
DEFENSE TRAVEL
SYSTEM

Ticket Information

Ticket Number US 7875145414

SUMMERS RON M

Billed to: VI XXXXXXXXXXXX6085

* 240.80

SubTotal 240.80

Net Credit Card Billing * 240.80

Total Amount Due 0.00

RESERVED SEATS SUBJECT TO CANCEL 30MIN BEFORE DEPT
FOR BAGGAGE RESTRICTIONS CHECK SPECIFIC AIRLINES

HOURS OF OPERATION 0800-1630PST.

This invoice must be included in the Voucher to verify total paid by the GOVCC.

Summary

- ▶ Virtuallythere.com takes the guessing part out of how much was actually paid for travel arrangements.
 - ▶ You can ensure that your travelers are reconciling their GTCC and amounts claimed match what they spent.
 - ▶ By utilizing the e-invoice the commands will help eliminate GTCC delinquencies and ensure proper payment.
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