

New procedure for requesting your E-Invoice

Note: CTO initially sends your E-Invoice(s) via email.

Your E-Invoice is needed to complete your DTS Voucher (if flights are involved).

Check your email first before requesting a re-issue of your E-Invoice(s).

As Seen below, E-Invoices can be requested via www.cwtsatotravel.com Type in "Oregon".

The screenshot displays the Carlson Wagonlit Travel website. At the top, the logo for Carlson Wagonlit Travel and SatoTravel is visible, along with navigation links for HOME, ABOUT, SERVICES, RESOURCES, and CONTACT. The main content area features a teal sidebar on the left titled "My Travel Office" and a large banner image of a bus on a road. The sidebar contains a search form with the following text: "Find your travel office contact information or request your itinerary/invoice by selecting the category most closely associated with your agency, organization, unit number or duty station name." Below this is a dropdown menu with "Military/Dept of Defense" selected, and a text input field containing "OREGON". A red box highlights the "OREGON" input field. A "Search" button is located below the input field. Below the search form, there is a link: "Locate your travel office quickly through the advanced location form." The banner image has the text: "Group Travel Services is committed to superior service and value for your group travel needs." Below the banner are three service cards: "Quarterly Compass News", "Commitment to Veterans", and "MCRD Friends and Family Graduation Program". At the bottom, there is a section titled "Travel Alerts & Warnings".

Click on "Itinerary / Invoice Request"

Carlson Wagonlit Travel **SatoTravel.** HOME ABOUT SERVICES RESOURCES CONTACT

My Travel Office Locate your travel office quickly through the [advanced location form](#). Civilian Govt Military/Dept of Defense

Office hours and reservation telephone numbers.

Oregon National Guard

Office Hours/Availability
Office hours are local and open for business Monday - Friday, unless otherwise specified.

- Hours of Operation: 7:30 a.m. - 4:00 p.m. PACIFIC

Reservation Telephone Numbers

- Local: 253-964-0676
- Toll Free: 800-437-9376
- Fax: 866-228-2410

CONTACT INFORMATION **TRAVEL RESOURCES**

PROFILE SELF REGISTRATION **LEISURE**

PROFILE **NEWSLETTER ARCHIVE**

RESERVATION REQUEST **RATE OUR SERVICE**

ITINERARY / INVOICE REQUEST **CONTACT US**

ASTON
Waikiki Beach Hotel

GOVERNMENT RATES
\$177/night
Hotel Room Partial Ocean View

Includes free parking

Fill in the blocks below with your information.

**** Ensure to leave comments if you need more than one E-Invoice due to flight changes.**

Carlson Wagonlit Travel SatoTravel.

HOME ABOUT SERVICES RESOURCES CONTACT

My Travel Office Locate your travel office quickly through the [advanced location form](#).

Civilian Govt Military/Dept of Defense

Request Copies of Itineraries and Invoices

Oregon National Guard

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

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

Required items are labeled in this color.

Traveler Information

First name High	Last name Speed
Phone 541-999-9999	Agency or Duty Station USA-Oregon National Guard
E-mail High.Speed.mil@mail.mil	
Reservation Number / Confirmation Code (six character alpha code) <input type="text"/>	
Date of departure 01Oct2014	Trip destination Littlerock, AR

Travel Arranger

Are you a traveler or travel arranger?

Traveler Travel arranger

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

Arranger name <input type="text"/>	Arranger phone <input type="text"/>
Arranger E-mail <input type="text"/>	

Comments



Confirmation page.

You'll receive your E-Invoice(s) via email.

The screenshot shows the Carlson Wagonlit Travel SatoTravel website. At the top, there is a navigation menu with links for HOME, ABOUT, SERVICES, RESOURCES, and CONTACT. Below the navigation is a teal header bar with the text "My Travel Office" and a search bar. The main content area features a large teal heading: "Thank you for submitting the form." followed by "Oregon National Guard". A red-bordered box highlights a confirmation message: "We have received your request for a copy of your Itinerary / Invoice. We will return the document as requested or contact you directly with any questions by the end of the next business day. You should soon receive a response to the e-mail address below: michael.d.tudela.mil@mail.mil". At the bottom, there is a light blue sidebar with various service links and a green promotional banner for Element by Westin.

Carlson Wagonlit Travel SatoTravel.

HOME ABOUT SERVICES RESOURCES CONTACT

My Travel Office Locate your travel office quickly through the [advanced location form](#).

Civilian Govt
 Military/Dept of Defense

Search

Thank you for submitting the form.

Oregon National Guard

We have received your request for a copy of your Itinerary / Invoice. We will return the document as requested or contact you directly with any questions by the end of the next business day.

You should soon receive a response to the e-mail address below:
michael.d.tudela.mil@mail.mil

CONTACT INFORMATION
PROFILE SELF REGISTRATION
PROFILE
RESERVATION REQUEST
ITINERARY / INVOICE REQUEST
GOVERNMENT LINKS

TRAVEL RESOURCES
LEISURE
NEWSLETTER ARCHIVE
RATE OUR SERVICE
CONTACT US

Energize at Element Harrison-Newark
Unwind minutes from Manhattan and Newark and enjoy complimentary WiFi plus Rise® breakfast each day.
[Learn More](#)

Subject: (15-010) SABRE will discontinue support of "Virtually There"
(UNCLASSIFIED)

NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382
ARNG-RMC-F
16 OCT 2014

MEMORANDUM FOR Chiefs of Staff and United States Property and Fiscal Officers of All States, Puerto Rico, Guam, the Virgin Islands, and the District of Columbia and all NGB Activities.

SUBJECT: SABRE will discontinue support of "Virtually There" (15-010)

1. References: Email, DTMO, CTO Management Team, Ms. Billieanne Robison, 16 OCT 14, subject: DTA 3 - "Virtually There" Announcement
2. Effective October 21, 2014, SABRE will discontinue support of "Virtually There," a program that allows both travelers and CWTSato to access travel invoices. After this date, travelers will no longer be able to request copies of missing invoices through "Virtually There". Travelers are encouraged to maintain the original copy of their invoice, issued via email, at the time of ticketing.
3. CWTSato has developed a web-based process in the event that you lose your invoice. Instructions are as follows:
 1. Go to www.cwtsatotravel.com
 2. Find the "Travel Office Locator" on the left side of the screen.
 3. Choose "Civilian Govt" or "Military/Dept of Defense".
 4. Type your Command/Agency in the text box and click "Search".
 5. Select the appropriate office from the list of available links and you will be automatically directed to the webpage for the CWTSato office responsible for handling your travel. You may also click the "Advanced ``Location Form" link below the Search button of the Travel Office locator.
 6. Scroll down and click the "Itinerary/Invoice Request" box.
 7. Provide the required information on the form, to include a government email address, and then click "Submit".
A copy of the invoice will be emailed to the government email address provided.

KENNETH CROWDER
Chief, ARNG, Financial Services Center