

Request a CWTSatoTravel Itinerary/Invoice



LOCATE YOUR TRAVEL OFFICE

- Visit 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 representative 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.