

HOW TO: FIND YOUR NATIONAL TRAVEL INVOICE ONLINE

Step 1: Enter the National Travel Web Site address into the address bar on your Internet Explorer.

The address is:

www.nationaltravel.com

Step 2: Select the link for **ACCOUNTING SERVICES** from the **TRAVEL TOOLS** menu by highlighting it and single-clicking your mouse (Left Mouse Click).


The screenshot shows the National Travel website interface. At the top, there is a navigation bar with links: GOVERNMENT, CORPORATE, LEISURE, MEETINGS/GROUPS, CONCIERGE, ABOUT US, and CONTACT US. Below this is the National Travel logo, which includes a stylized 'N' with a rainbow-colored globe and the text 'National Travel information » technology » service'. A map of the world is visible in the background. On the left side, there is a 'TRAVEL TOOLS' menu with the following links: ACCOUNTING SERVICES, CORP RESERVATIONS, GOVT RESERVATIONS, LEISURE RESERVATIONS, VIEW YOUR ITINERARY, ONLINE CHECK-IN, FLIGHT TRACKER, VISAS/PASSPORTS, CHECK THE WEATHER, and a link for 'More travel tools...'. An arrow points from the 'ACCOUNTING SERVICES' link in the menu to the 'Step 2' text box. Below the 'TRAVEL TOOLS' menu is a 'TRAVEL ALERT' section with a graphic that says 'trav Alert' and 'VIP Travel Change Notification'. In the center, there is an 'IMPORTANT NEWS' section with the heading 'Important Passport Update: In less than 6 months, travelers from the United States will be required to have passports for travel to and from the Caribbean. Beginning January 1, 2007 travelers to and from certain destinations in the Western Hemisphere will soon be required to have a passport or other secure, accepted document to enter or re-enter the United States. For more information, please visit www.travel.state.gov/passport and follow the links to "Traveling to the Caribbean, Bermuda, Panama, Mexico, or Canada?"'. On the right side, there are three sections: 'TRAVEL SECURITY' with a link 'CLICK HERE FOR THE LATEST SECURITIES UPDATES AND ADVISORIES', 'TRAVEL RESOURCES' with links to 'AIRPORT GUIDE', 'CDC.GOV', 'HOMELAND SECURITY', 'FAA.GOV', 'TRAVELERS' RIGHTS', 'TRAVELERS' TERMS', 'TSA.GOV', and 'WORLD CLOCK', and 'GIFT CARD CENTER' with a graphic of a National Travel Gift Card.

You will be automatically connected to the Invoice Research page, A.I.R.S.

A.I.R.S.

Need a new copy of your invoice?
If your invoice date is between
09/01/2005 and 07/18/2006
you can find your invoice and print it.
Just enter your ticket number and we'll find your invoice.

The ticket number may be found in the lower center section of your paper ticket, or E-Ticket receipt, as shown in the example below.



Search by Ticket Number

tkt number

Personal Record Locator

If your middle initial was used, you must include it in the **first name** field.
i.e. Stuart A

first name

last name

personal record locator

Search by Name & Departure Date

If your middle initial was used, you must include it in the **first name** field.
i.e. Stuart A

first name

last name

departure date

format: MM/DD/YYYY

A.I.R.S. provides three options for retrieving your airline invoice ----

1. **Search by Ticket Number**
2. **Personal Record Locator**
3. **Search by Name & Departure Date**

Any of the search options will work.

The most commonly used method to search for an invoice is the “Search by Name & Departure Date” option.

Step 3: Enter your name exactly as you registered it for your National Travel “Traveler Profile.” (If your name is not entered exactly as it appears in your Traveler Profile, the search will yield no results. e.g. If you registered using your middle initial, you must enter your middle initial for the search.

Step 4: Enter the departure date for the invoice you are attempting to retrieve. If your itinerary / invoice included multiple “legs” of travel, be sure to enter the departure date of the first day of travel.

Step 5: After you have completed all of the required fields, click “Retrieve.” A link for the invoice for which you are searching should appear.

Step 6: Click the link view the invoice.

Search by Name & Departure Date

If your middle initial was used, you must include it in the **first name** field.
i.e. Stuart A

first name
First Name MI

last name
Last Name

departure date
DEP DATE
format: MM/DD/YYYY

Retrieve



Name Search Results

Traveler: **Last Name/First Name MI**
Travel Date: **MM/DD/YYYY**

Invoice #: [123456789](#)

10/14/2004

987654321

MCO-IAD

YOUR RESERVATION

You may review your invoice online and/or print it. Before printing, click the option for the "Printer Friendly Page" or critical information will be lost when the invoice is printed.

This will reformat the invoice to print on standard, 8 1/2 x 11 paper.

[Printer Friendly Page](#) [Send Page](#)

Agency/Company: FEMA

Passenger: LAST NAME/FIRST NAME MI
EMW

Invoice #: 123456789

Invoice Date: 10/4/2004

Record Locator: P9D5RO



BANK ONE
CENTER

SUITE
100

CHARLESTON, WV
25301

1-800-294-8283



This invoice was charged to a card ending in '62'

ELECTRONIC TKT



AIR TRAVEL United Airlines MCO-IAD 987654321 \$192.60

Thursday - October 14, 2004

Flight #: UA 1542

Departing: [Orlando Intl Arpt](#) - Orlando, FL US (MCO) 0333P

Arriving: [Washington Dulles Intl](#) - Washington, DC US (IAD) 0545P

FARE INFORMATION

Base Fare	US Tax	Passenger Facility Charge	Misc. Tax 1	Misc. Tax 2	Penalty/PTA	Fare Paid						
\$171.16	+	\$12.84	+	\$3.00	+	\$5.60	+	\$0.00	+	\$0.00	=	\$192.60



NT SERVICE FEE ARC
Processed 9522550430
Fee

\$27.25

The printed invoice may be used to claim airfare and Travel Management Center (TMC) fees on your travel voucher!

YOUR RESERVATION

Agency/Company: FEMA

Passenger: LAST NAME/FIRST NAME MI
EMW

Invoice #: 123456789

Invoice Date: 10/4/2004

National Travel

Record Locator: P9D5RO

BANK ONE CENTER
SUITE 100
CHARLESTON, WV 25301
1-800-294-8283

This invoice was charged to a **Master Card** card ending in '62'

ELECTRONIC TKT

AIR	United		016	\$192.60
TRAVEL	Airlines	MCO-IAD	987654321	

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NT

**SERVICE
FEE**

ARC Processed Fee

9522550430

\$27.25