UW System’s Travel Incorporated Invoice Search Tool

Travel Incorporated has developed a self-service invoice search tool for UW System Travelers/Administrators/Arrangers. The invoice search tool can be used to locate past, present, or future travel invoices quickly and easily.

Instructions for use:

- Navigate to Travel Incorporated’s Travel Hub
- Log into your Personal Travel Hub
  - If you are a 1st time user of the Personal Travel Hub, follow the instructions to [access/register for your Personal Travel Hub](#)
- Locate the Invoice Search section on your Personal Travel Hub
  
  **Tip:** For a better user experience, click the link to open the invoice search tool in a new window.

- To use the invoice search you must have either the Travel Incorporated Record Locator or the ticket number.
  
  **Note:** For security purposes, name searches are not supported by this tool
  - **Record Locator** — A record locator is a 6-character alphanumeric string assigned to the agency for a travel booking.
- **Ticket Number** — A ticket number is a 10-digit number assigned to an airline ticket. The validating carrier code should not be included. Examples of a validating carrier codes are 006 for Delta, 001 for American, 016 for United.
  - A minimum of the first 6 digits of the ticket number is required.
- **Examples** of where to obtain the agency record locator and/or ticket number
  - **Credit Card/university P-card statement** or **p-card module** contains the airline ticket number
  - **Travel Inc eItinerary** contains both the agency record locator AND the ticket number

**Note:** The airline confirmation number is different than the agency record locator and is not supported by the search tool.
• After a record locator or ticket number has been entered into one of the search options, result will appear

The invoice can either be emailed or printed.
  o If the ‘print’ option is selected, the invoice will display and can be saved as a PDF.