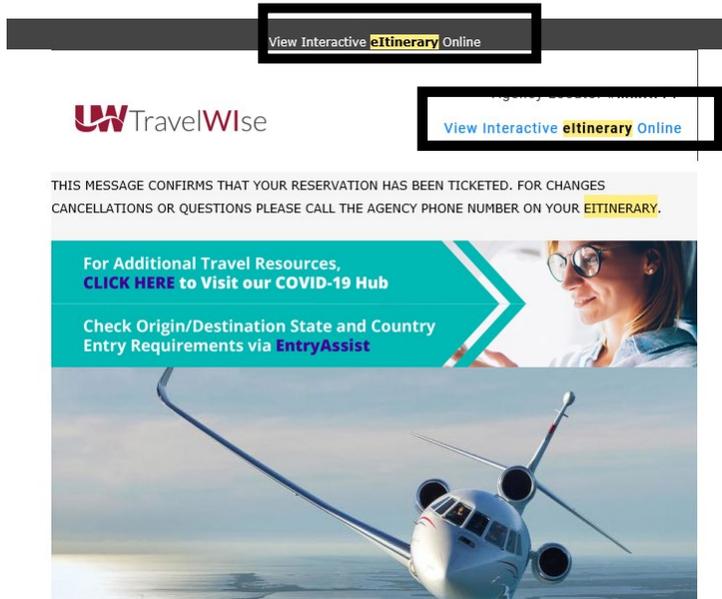
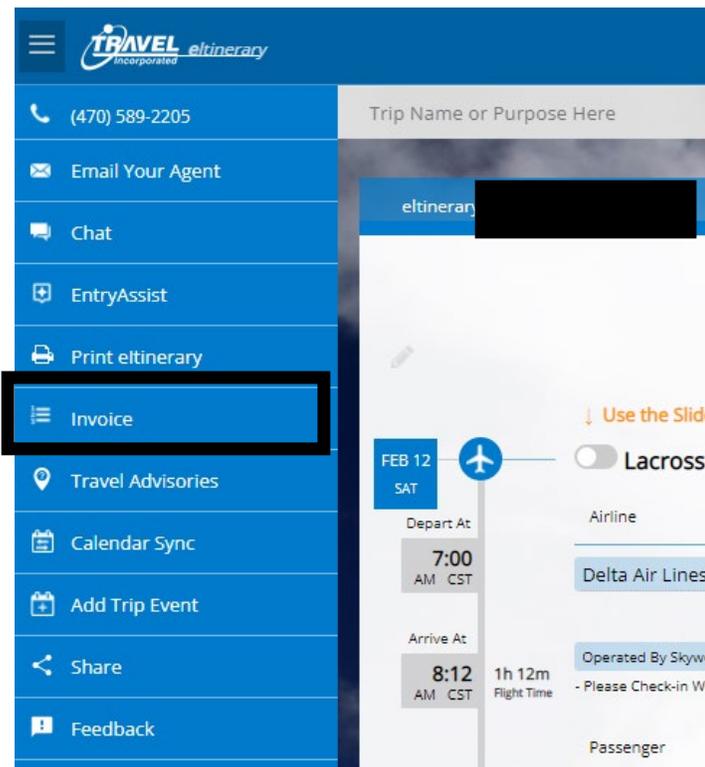


## Retrieve Travel Incorporated Invoice from FINAL ITINERARY email

- After booking a reservation with Travel Incorporated travelers and travel arrangers will receive an email from with the subject line: FINAL ITINERARY DOE JOHN 25MAR – 30MAR
- From this email, click on 'View Interactive eltinerary Online'.



- Once the Interactive eltinerary is visible, locate & click on the invoice tab from the menu on the left side of the screen.



**Note:** Travelers will receive a 2<sup>nd</sup> email from Travel Incorporated that contains their invoice, travel arrangers will not. Arrangers must follow these steps to access the invoice.

Travel Incorporated Sample Invoice



Ticket Number **006-7614052183**  
 Account # **U02380**  
 Issue Date **Mon, Oct 12, 2020**  
 Booking ID **79RBPR**  
 Issuing Location **U6W**  
 Booking Agent ID **M0**  
 Form of Payment **TPxxxxxxxxx00012**  
 Transaction Type **Electronic Ticket**  
 Booking Currency **USD**

Name: XXXXXXXXXX

| Type | Carrier Equip       | Flight # / Class Fare Basis  | Travel Dates                                  | City - Airport                                    | Time         |
|------|---------------------|--|---|---|--------------|
| ✈    | DELTA AIR LINES CR9 | 4702 / Q<br>QA0QA0MQ/XX42U<br>Confirmation: <span style="background-color: black; color: black;">XXXXXXXXXX</span> | Wed, 10/14/2020<br>Wed, 10/14/2020<br>Economy | Leave :: DETROIT (DTW)<br>Arrive :: MADISON (MSN) | 356P<br>413P |
| ✈    | DELTA AIR LINES CR9 | 4702 / Q<br>QA0QA0MQ/XX42U<br>Confirmation: <span style="background-color: black; color: black;">XXXXXXXXXX</span> | Thu, 10/15/2020<br>Thu, 10/15/2020<br>Economy | Leave :: MADISON (MSN)<br>Arrive :: DETROIT (DTW) | 505P<br>721P |

— Fee(s) —

| Description             | Payment Date | Amount  | Form of Payment | Reference # |
|-------------------------|--------------|---------|-----------------|-------------|
| Call In Air Equity Card | 10/13/2020   | \$18.00 | Vbxxx75693      | 039279      |

Fare **\$615.16**  
 Tax **\$20.20**  
 Total Amount **\$635.36**  
 Amount Charged **\$635.36**

*Air only indicated here.*

Fee : Call In Air Equity Card **\$18.00**  
 Air + Fee **\$653.36**

— Remark(s) —

U11/CHANCELLORS OFFICE

DTT DL MSN307.58DL DTT307.58USD615.16END DL XF DTW4.5MSN4.5