Fox World Travel Invoice Retrieval Instructions

Fox World Travel emails invoices to travelers and travel bookers for each new or modified booking. The Fox World Travel invoice is used to fulfill receipt requirements for agency service fees and airline tickets. The invoice is filed with the payment mechanism (p-card, e-reimbursement, etc).

If an invoice can’t be located, any UW employee can retrieve any UW invoice from the Fox World Travel Portal by inputting the **Concur record locator OR airline/Travel Incorporated ticket number**.

The Fox World Travel Portal may be accessed via **single sign-on**.

Once logged in, airline ticket numbers or Fox World Travel ticket numbers (from p-card or credit card transaction/statement) **OR** agency record locators (from Concur) may be searched under the "UW Invoice Search" option:

![Fox World Travel Portal](image)

From a p-card/credit card statement or charge, enter either:

1. The 10-digit airline ticket number, which appears after the airline. **OR**
2. The Fox World Travel invoice number, which appears after “AGENTFEE”

**NOTE**: Enter ONLY the last 10 digits.

The first three digits are the vendor identifier, and the invoice search won’t work if they are included.
Or, from Concur, enter the six-character record locator, which appears after the trip name/description.

Once the search is complete, relevant invoices will be displayed.

- “Print” option will open a PDF copy of the invoice that can be saved.
- “Email” option will open a menu to specify recipients and parameters before emailing the invoice.
- The invoice will contain service fee and airline ticket costs and will be filed with the payment mechanism.