

## 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 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:

The screenshot shows the Fox Portal interface. On the left sidebar, the 'UW Invoice Search' option is highlighted with a red arrow. The main content area displays the 'One-time Individual Booking Request Form' with a 'DASHBOARD' link. Below this is the 'Invoice Search' section, which includes input fields for 'Passenger Name Record (Record Locator)' and 'Ticket Number', and buttons for 'SEARCH' and 'CLEAR SEARCH'.

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"


Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>		06/06	06/10	AGENT FEE 8900886309493	FOX WORLD TRA, WI	\$42.25
<input type="checkbox"/>		06/06	06/10	AGENT FEE 8900886309496	FOX WORLD TRA, WI	\$42.25
<input type="checkbox"/>		06/06	06/10	UNITED 0167054514345	800-932-2732, TX	\$513.28
<input type="checkbox"/>		06/04	06/06	DELTA AIR 0067054514173	OSHKOSH, WI	\$1,357.10
<input type="checkbox"/>		06/04	06/06	DELTA AIR 0067054514167	OSHKOSH, WI	\$1,357.10
<input type="checkbox"/>		06/04	06/06	DELTA AIR 0067054514172	OSHKOSH, WI	\$1,357.10
<input type="checkbox"/>		06/04	06/06	DELTA AIR 0067054514164	OSHKOSH, WI	\$1,357.10
<input type="checkbox"/>		06/04	06/06	DELTA AIR 0067054514171	OSHKOSH, WI	\$1,357.10
<input type="checkbox"/>		06/04	06/06	DELTA AIR 0067054514170	OSHKOSH, WI	\$1,357.10
<input type="checkbox"/>		06/04	06/06	DELTA AIR 0067054514169	OSHKOSH, WI	\$1,357.10
<input type="checkbox"/>		06/04	06/06	DELTA AIR 0067054514168	OSHKOSH, WI	\$1,357.10
<input type="checkbox"/>		06/04	06/06	DELTA AIR 0067054514166	OSHKOSH, WI	\$1,357.10
<input type="checkbox"/>		06/04	06/06	DELTA AIR 0067054514165	OSHKOSH, WI	\$1,357.10
<input type="checkbox"/>		06/04	06/06	DELTA AIR 0067054514163	OSHKOSH, WI	\$1,556.10
<input type="checkbox"/>		06/04	06/06	AGENT FEE 8900886309404	FOX WORLD TRA, WI	\$49.25
<input type="checkbox"/>		06/04	06/06	AGENT FEE 8900886309402	FOX WORLD TRA, WI	\$49.25
<input type="checkbox"/>		06/04	06/06	AGENT FEE 8900886309411	FOX WORLD TRA, WI	\$49.25
<input type="checkbox"/>		06/04	06/06	AGENT FEE 8900886309407	FOX WORLD TRA, WI	\$49.25
<input type="checkbox"/>		06/04	06/06	AGENT FEE 8900886309406	FOX WORLD TRA, WI	\$49.25
<input type="checkbox"/>		06/04	06/06	AGENT FEE 8900886309405	FOX WORLD TRA, WI	\$49.25
<input type="checkbox"/>		06/04	06/06	AGENT FEE 8900886309408	FOX WORLD TRA, WI	\$49.25
<input type="checkbox"/>		06/04	06/06	AGENT FEE 8900886309412	FOX WORLD TRA, WI	\$49.25
<input type="checkbox"/>		06/04	06/06	AGENT FEE 8900886309410	FOX WORLD TRA, WI	\$49.25
<input type="checkbox"/>		06/04	06/06	AGENT FEE 8900886309409	FOX WORLD TRA, WI	\$49.25
<input type="checkbox"/>		06/04	06/06	AGENT FEE 8900886309403	FOX WORLD TRA, WI	\$49.25

The close-up shows two lines from the credit card statement. The first line is 'AGENT FEE 8900886309493' with a red box around the last 10 digits '0886309493'. The second line is 'UNITED 0167054514345' with a red box around the last 10 digits '7054514345'. Red arrows point from the corresponding rows in the table above to these close-up images.

**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.

**SAP Concur**  **Travel** ▼

Travel Arrangers **Trip Library** Templates Meetings Tools Meeting Admin

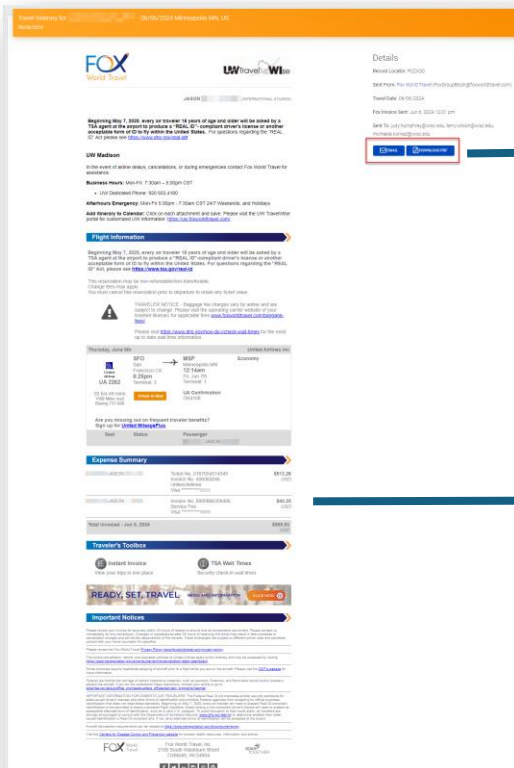
## Trip Library

Search Trip Names  Dates To Use: ☒ Booking Dates ☐ Travel Dates Date Range:   ☐ Include with

Trip Name/Description	Status	Da
Hotel Reservation at OSHKOSH, WI 54904, USA (LYEME6)	Confirmed	01
Trip from Madison to Atlanta (OPVCZS)	Withdrawn	11
Hotel Reservation at DULUTH GA (7QIOHZ)	Confirmed	11
Trip from Madison to New Orleans (22ZNGP)	Ticketed	08

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.



Details  
Hotel Reservation at OSHKOSH, WI 54904, USA (LYEME6)  
Dates: 08/07/2023 - 02/07/2024  
Status: Confirmed

Buttons: **Print** **Email** **Download PDF**

**Expense Summary**

JASON	Ticket No. 0167054514345 Invoice No. 406060046 United Airlines Visa *****7230	\$513.28 USD
JASON	Invoice No. 8900886309496 Service Fee Visa *****7230	\$42.25 USD
<b>Total Invoiced - Jun 6, 2024</b>		<b>\$555.53 USD</b>