

# Travel Incorporated Invoice Retrieval Instructions

*Action Item: Ensure all needed Travel Incorporated invoices are downloaded prior to the July 1<sup>st</sup>, 2024 transition date.*

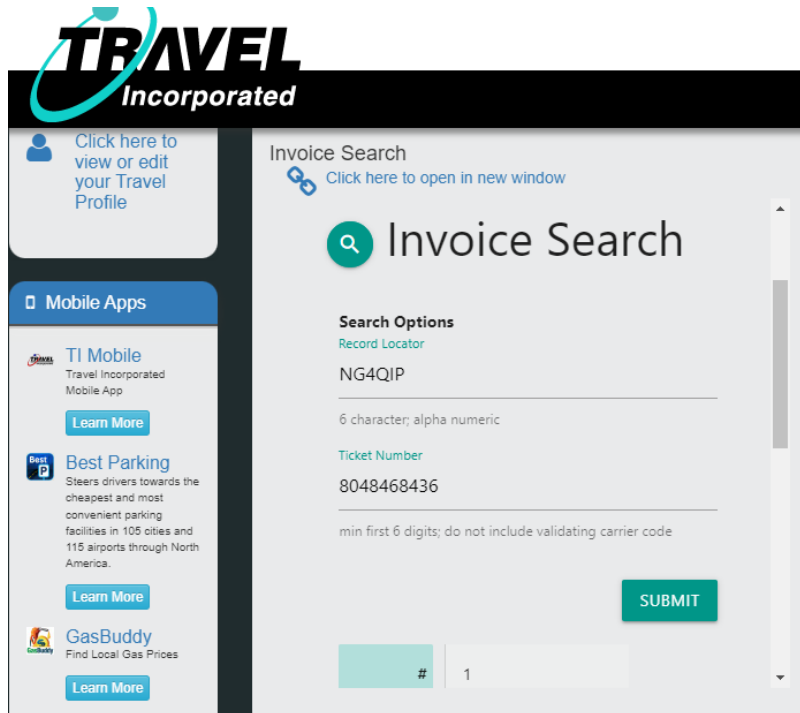
*Invoices will no longer be available via the Travel Inc Hub after July 1, 2024.*

## Background:

- The Travel Incorporated invoice is emailed to the traveler following each new or modified booking.
- The 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 cannot be located, any UW (University of Wisconsin) employee can retrieve any UW invoice from the Travel Incorporated Hub by inputting either:
  - **Airline/Travel Incorporated ticket number OR**
  - **Concur record locator**

## Process:

1. Login to the [Travel Incorporated Hub](#) using your UW Campus log-in credentials.
  - a. Once logged in, locate the "Invoice Search" widget:



2. Determine Lookup Method

*Option 1: Locate an Invoice using the Airline Ticket Number*

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

- a. The 10-digit airline ticket number, which appears after the airline OR
- b. The Travel Incorporated invoice number, which appears after "TVLINC."

Reconcile Statement

**Procurement Card Transactions**

Empl ID [REDACTED]

Card Number \*\*\*\*\* [REDACTED]

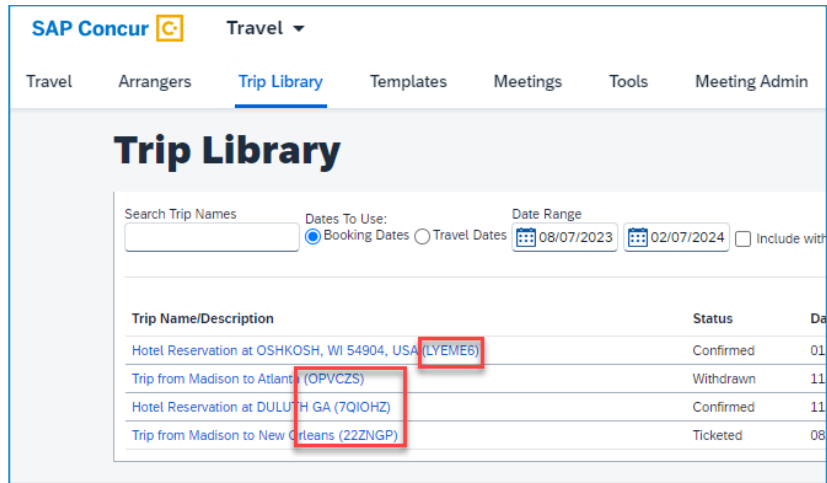
The Card Number field is populated with the Unique Acct ID assigned by US Ba

**Bank Statement**

		Trans Date ▲	Merchant ▼	Billing Amount
1	<input type="checkbox"/>	05/30/2023	TVLINC 7943208484 SALE	18.00
2	<input type="checkbox"/>	05/19/2023	TVLINC 7942722372 SALE	18.00
3	<input type="checkbox"/>	05/18/2023	TVLINC 7942721154 SALE	18.00
4	<input type="checkbox"/>	05/18/2023	TVLINC 7942721137 SALE	18.00
5	<input type="checkbox"/>	05/17/2023	TVLINC 7942573372 SALE	18.00
6	<input type="checkbox"/>	05/17/2023	PALACE HOTEL F/D	-78.22
7	<input type="checkbox"/>	05/30/2023	DELTA AIR 10 Digit Ticket number, drop first three airline identifier digits.	635.43
8	<input type="checkbox"/>	05/19/2023	DELTA AIR 0061234567890	522.65

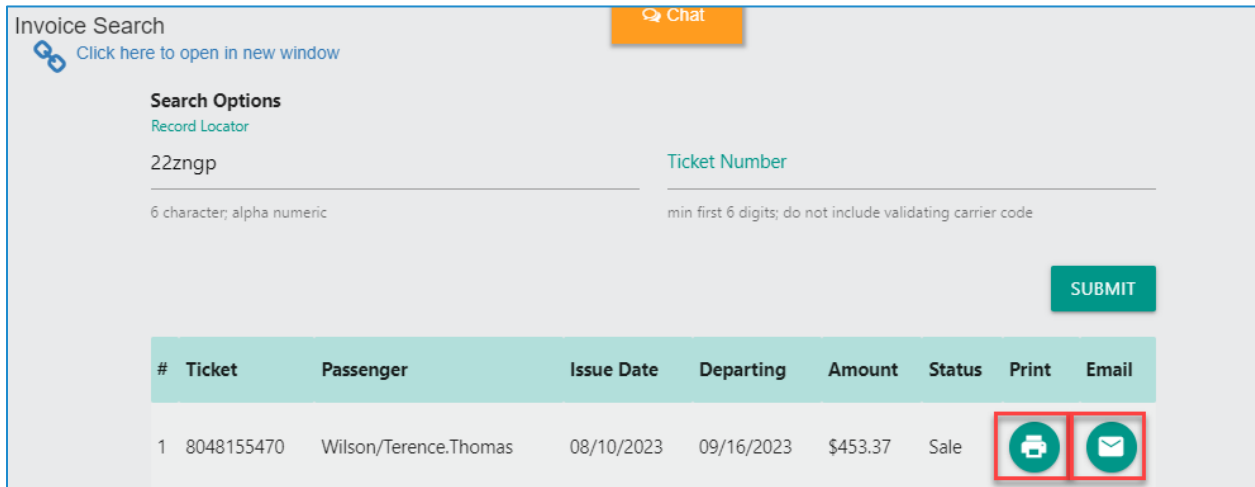
*Option 2: Locate an Invoice using the Record Locator*

From Concur, enter the six-character record locator, which appears after the trip name/description.




3. 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.



Agency Transaction # **006-8048155470**  
 Account # **U02320**  
 Issue Date **Thu, Aug 10, 2023**  
 Booking ID **22ZNGP**  
 Issuing Location **U6W**  
 Booking Agent ID **OT**  
 Form of Payment **AXxxxxxxxxxx51000**  
 Transaction Type **Electronic Ticket**  
 Booking Currency **USD**

**Name: Wilson/Terence.Thomas**

Type	Carrier Equip	Flight # / Class Fare Basis	Travel Dates	City - Airport	Time
✈	DELTA AIR LINES 717	2681 / T TAVSA0MC/XX42U Confirmation: GHUC5F	Sat, 09/16/2023 Sat, 09/16/2023 Economy	Leave :: MADISON (MSN) Arrive :: ATLANTA (ATL) *** Connecting ***	300P 609P
✈	DELTA AIR LINES 757	2367 / T TAVSA0MC/XX42U Confirmation: GHUC5F	Sat, 09/16/2023 Sat, 09/16/2023 Economy	Leave :: ATLANTA (ATL) Arrive :: NEW ORLEANS (MSY)	725P 757P
✈	DELTA AIR LINES 757	2432 / Q QF0NA0MQ/XX42U Confirmation: GHUC5F	Sun, 09/24/2023 Sun, 09/24/2023 Economy	Leave :: NEW ORLEANS (MSY) Arrive :: ATLANTA (ATL) *** Connecting ***	529P 810P
✈	DELTA AIR LINES 717	2144 / Q QF0NA0MQ/XX42U Confirmation: GHUC5F	Sun, 09/24/2023 Sun, 09/24/2023 Economy	Leave :: ATLANTA (ATL) Arrive :: MADISON (MSN)	924P 1029P

— Fee(s) —

Description	Payment Date	Amount	Form of Payment	Reference #
Online Air No Equity Card	08/10/2023	\$3.75	AXxxxx51000	144264

— Remark(s) —

U11/BUSINESS SERVICES  
 U21/Madison  
 U25/00312381  
 U33/Employee  
 U42/Attending conference/convention  
 U53/TERENCE WILSON

Fare **\$376.72**  
 Tax **\$76.65**  
 Total Amount **\$453.37**  
 Amount Charged **\$453.37**

*Air only indicated here.*

Fee : Online Air No Equity Card **\$3.75**  
 Air + Fee **\$457.12**

MSN DL X/ATL DL MSY193.93DL X/ATL DL MSN272.79USD376.72END DL ZPMSNATLMSYATL XT11.20AY18.00XF MSN4.5ATL4.5MSY4.5ATL 4.5