

HOW TO: FIND YOUR NATIONAL TRAVEL INVOICE ONLINE

Step 1: Enter the National Travel Web Site address into the address bar on your Internet Explorer.

The address is:

www.nationaltravel.com

Step 2: Select the link for **ACCOUNTING SERVICES** from the **TRAVEL TOOLS** menu by highlighting it and single-clicking your mouse (Left Mouse Click).



A screenshot of the National Travel website homepage. At the top, there is a navigation menu with buttons for "GOVERNMENT", "CORPORATE", "LEISURE", "MEETINGS/GROUPS", "CONCIERGE", "ABOUT US", and "CONTACT US". Below this is the National Travel logo, which features a stylized "N" with a rainbow-colored bar and the text "National Travel" followed by "information » technology » service". The main content area is divided into several sections. On the left, there is a "TRAVEL TOOLS" section with a list of links: "ACCOUNTING SERVICES", "CORP RESERVATIONS", "GOVT RESERVATIONS", "LEISURE RESERVATIONS", "VIEW YOUR ITINERARY", "ONLINE CHECK-IN", "FLIGHT TRACKER", "VISAS/PASSPORTS", and "CHECK THE WEATHER". Below this is a "TRAVALERT" section with a "VIP Travel Change Notification" graphic. In the center, there is an "IMPORTANT NEWS" section with a heading "Important Passport Update" and a paragraph of text. On the right, there are three sections: "TRAVEL SECURITY" with a link for "CLICK HERE FOR THE LATEST SECURITIES UPDATES AND ADVISORIES", "TRAVEL RESOURCES" with a list of links including "AIRPORT GUIDE", "CDC.GOV", "HOMELAND SECURITY", "FAA.GOV", "TRAVELERS' RIGHTS", "TRAVELERS' TERMS", "TSA.GOV", and "WORLD CLOCK", and "GIFT CARD CENTER" with a "National Travel Gift Card" graphic. A red arrow points from the "ACCOUNTING SERVICES" link in the "TRAVEL TOOLS" section to the "Step 2" text box. Another red arrow points from the "TRAVEL TOOLS" section header to the "Step 1" text box.

You will be automatically connected to the Invoice Research page, A.I.R.S.

A.I.R.S.

Need a new copy of your invoice?
If your invoice date is between
09/01/2005 and 07/18/2006
you can find your invoice and print it.
Just enter your ticket number and we'll find your invoice.

The ticket number may be found in the lower center section of your paper ticket, or E-Ticket receipt, as shown in the example below.



Search by Ticket Number

tk~~t~~ number

Personal Record Locator

If your middle initial was used, you must include it in the **first name** field.
i.e. Stuart A

first name
last name
personal record locator

Search by Name & Departure Date

If your middle initial was used, you must include it in the **first name** field.
i.e. Stuart A

first name
last name
departure date
format:MM/DD/YYYY

A.I.R.S. provides three options for retrieving your airline invoice ----

1. **Search by Ticket Number**
2. **Personal Record Locator**
3. **Search by Name & Departure Date**

Any of the search options will work.

The most commonly used method to search for an invoice is the "Search by Name & Departure Date" option.

Step 3: Enter your name exactly as you registered it for your National Travel "Traveler Profile." (If your name is not entered exactly as it appears in your Traveler Profile, the search will yield no results. e.g. If you registered using your middle initial, you must enter your middle initial for the search.

Step 4: Enter the departure date for the invoice you are attempting to retrieve. If your itinerary / invoice included multiple "legs" of travel, be sure to enter the departure date of the first day of travel.

Step 5: After you have completed all of the required fields, click "Retrieve." A link for the invoice for which you are searching should appear.

Step 6: Click the link view the invoice.

Search by Name & Departure Date

If your middle initial was used, you must include it in the **first name** field.
i.e. Stuart A

first name
First Name MI

last name
Last Name

departure date
DEP DATE
format:MM/DD/YYYY

Retrieve



Name Search Results

Traveler: **Last Name/First Name MI**
Travel Date: **MM/DD/YYYY**

Invoice #: [123456789](#)

10/14/2004

987654321

MCO-IAD

YOUR RESERVATION

You may review your invoice online and/or print it. Before printing, click the option for the "Printer Friendly Page" or critical information will be lost when the invoice is printed.

This will reformat the invoice to print on standard, 8 1/2 x 11 paper.

[Printer Friendly Page](#) [Send Page](#)

Agency/Company: FEMA
 Passenger: LAST NAME/FIRST NAME MI
 EMW
 Invoice #: 123456789
 Invoice Date: 10/4/2004
 Record Locator: P9D5RO



BANK ONE SUITE CHARLESTON, WV
 CENTER 100 25301
 1-800-294-8283



This invoice was charged to a card ending in '62'

ELECTRONIC TKT



AIR TRAVEL United Airlines MCO-IAD 987654321 \$192.60

Thursday - October 14, 2004

Flight #: UA 1542
 Departing: [Orlando Intl Arpt](#) - Orlando, FL US (MCO) 0333P
 Arriving: [Washington Dulles Intl](#) - Washington, DC US (IAD) 0545P

FARE INFORMATION

Base Fare	US Tax	Passenger Facility Charge	Misc. Tax 1	Misc. Tax 2	Penalty/PTA	Fare Paid
\$171.16	+\$12.84	+\$3.00	+\$5.60	+\$0.00	+\$0.00	= \$192.60



NT SERVICE FEE ARC Processed 9522550430 Fee \$27.25

The printed invoice may be used to claim airfare and Travel Management Center (TMC) fees on your travel voucher!

YOUR RESERVATION

Agency/Company: FEMA
Passenger: LAST NAME/FIRST NAME MI
EMW
Invoice #: 123456789
Invoice Date: 10/4/2004

National Travel

Record Locator: P9D5RO

BANK ONE CENTER
SUITE 100
CHARLESTON, WV 25301
1-800-294-8283

This invoice was charged to a **Master Card** card ending in '62'

ELECTRONIC TKT

AIR United 016
TRAVEL Airlines MCO-IAD 987654321 **\$192.60**

Thursday - October 14, 2004

Flight #: UA 1542
Departing: [Orlando Intl Arpt](#) - Orlando, FL US (MCO) 0333P
Arriving: [Washington Dulles Intl](#) - Washington, DC US (IAD) 0545P

FARE INFORMATION

Base Fare	US Tax	Passenger Facility Charge	Misc. Tax 1	Misc. Tax 2	Penalty/PTA	Fare Paid						
\$171.16	+	\$12.84	+	\$3.00	+	\$5.60	+	\$0.00	+	\$0.00	=	\$192.60

NT SERVICE FEE ARC Processed Fee 9522550430 **\$27.25**