

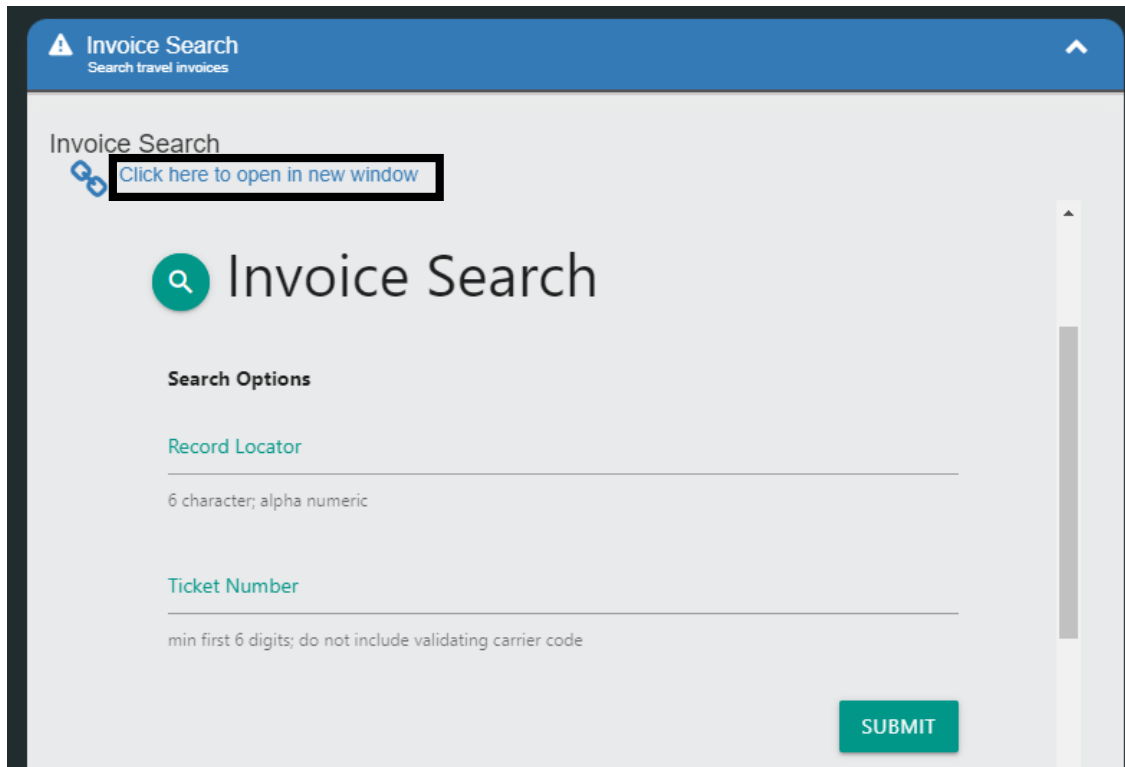
Universities of Wisconsin - Travel Incorporated Invoice Search Tool

Travel Incorporated has developed a self-service invoice search tool for UW System Travelers/Administrators/Arrangers. The invoice search tool can be used to locate past, present, or future travel invoices quickly and easily.

Instructions for use:

- Navigate to [Travel Incorporated's Travel Hub](#)
 - User must have a Concur profile
 - UW login ID can be used to access the Travel Inc Hub once a Concur profile is set up
- Locate the Invoice Search section on your Personal Travel Hub

Tip: For a better user experience, please click the link to open the invoice search tool in a new window.



The screenshot shows the 'Invoice Search' interface. At the top, there is a blue header with a warning icon, the text 'Invoice Search', and 'Search travel invoices'. Below the header, there is a search icon and the text 'Invoice Search'. A link 'Click here to open in new window' is highlighted with a black box. The main content area is titled 'Invoice Search' and contains two search options: 'Record Locator' (6 character; alpha numeric) and 'Ticket Number' (min first 6 digits; do not include validating carrier code). A green 'SUBMIT' button is located at the bottom right.

- To use the invoice search you must have either the Travel Incorporated Record Locator or the ticket number.
 - Record Locator — A record locator is a 6-character alphanumeric string assigned to the agency for a travel booking.
 - Ticket Number — A ticket number is a 10-digit number assigned to an airline ticket. The validating carrier code should not be included. Examples of a validating carrier codes are 006 for Delta, 001 for American, 016 for United.
 - A minimum of the first 6 digits of the ticket number is required.
- After a record locator or ticket number has been entered into one of the search options, result will appear



Invoice Search

Search Options

Record Locator

6 character; alpha numeric

Ticket Number

7624560504

min first 6 digits; do not include validating carrier code

SUBMIT

#	Ticket	Passenger	Issue Date	Departing	Amount	Status	Print	Email
1	7624560504	Kopidlansky/Becky.Joy	05/04/2021	07/13/2021	\$428.64	Void		

Travel Incorporated - [Privacy Policy](#)

- The invoice can either be emailed or printed.
 - If the 'print' option is selected, the invoice will display and can be saved as a PDF.

