SABRE discontinue its use of Virtually There on 18 November 2014. A new procedure has been promulgated to get the required Invoice to attach to a DTS voucher.

Open the travel authorization in DTS. Click on **Authorizations/Orders** under **Official Travel**, or **Official Travel/Others** and enter the traveler’s name.

Select the appropriate travel authorization from the list, then click **view** or **view/edit** as appropriate.

Click **view** on the latest (top-most) entry in the **Adjustments** table. When the document opens, click on **Travel|Summary|Final Trip Itinerary**.
Highlight the six-letter entry (circled above) in **Confirmation**: and then press Ctrl/C to copy it to the clipboard.

Click **Close Window** to close the travel authorization, then log out of DTS.

Open the [www.cwtsatotravel.com](http://www.cwtsatotravel.com) web site in your web browser. This is the SATO site that gives you access to your reservation information.

Click “Military/Dept of Defense” then type “Monterey” and click “Search.”

Scroll down and select “Itinerary/Invoice Request.”
Fill out all information requested, then click “Submit.” For Reservation Number/Confirmation Code, paste the Confirmation number copied from the DTS Authorization on the first page of this procedure. SATO will email the requested documents by the end of the following business day.

NOTE: The email addresses provided must have an extension ending with .gov, .mil. or .edu. SATO is only allowed to send invoices to Government email addresses.
SATO responds with the following emails:

“CWTSatoTravel - Itinerary or Invoice Request
USN-Monterey Official Naval Post Graduate School (NPGS)/ Navy School

Thank you for contacting CWTSatoTravel. We have received and routed your email to the appropriate office. We will return the document as requested or contact you directly with any questions by the end of the next business day.

** Please DO NOT Reply to this email. Replies to this email will not be received. **”

And:

“We have received your email and will take the following action:

- **Ticketing – E-TKTs will be issued 3 business days prior to departure, due to contract requirements**
- **You will receive an invoice via email when your ticket is issued (Ticketed Invoice)**
  - Note- Due to TSA Secure Flight Act regulations, we will only book reservations that include date of birth, gender, and FULL name as it appears on the government issued photo I.D. / Military I.D. presented at the airport.
  - **For more information on TSA Secure Flight, go to**
    - [www.tsa.gov](http://www.tsa.gov)

Fare Quotes - city pair fares can be found by accessing the following website:
http://apps.fas.gsa.gov/citypairs/search/
Questions related to DTS visit:
http://www.defensetravel.osd.mil/dts/site/index.jsp

If you have immediate needs or concerns, please contact our office between the hours of 7:30am-4:00pm M-F.

Thank you.”