

APPENDIX G

PRINT MY INVOICE INSTRUCTIONS

How to Use Print My Invoice?

- ⇒ Refer to your itinerary in your Concur trip library to locate the Record Locator (Agency Reference Number), Ticket Number, or Confirmation Number.
- ⇒ If you are searching by ticket number, a 10-digit number is required. If you have a 13-digit ticket number, omit the first three digits.
- ⇒ **For example**, if you have a Southwest ticket number 5262100259961, omit the first 3 digits- 526, and search 2100259961 as the ticket number.
- ⇒ Please Note: If you made any changes directly with the airline, those changes will not be displayed on the invoice. You will have to contact the airline directly for an updated invoice.
- ⇒ If you need to obtain an itemized car rental receipt from Enterprise, click [here](#).
- ⇒ Invoice data is available online 24 hours after the original purchase date/time and is retained for a 30-month time period.
- ⇒ If you are unable to locate your invoice, please contact your CalTravel Store representative at (877) 454-8785.

PRINT MY INVOICE

The screenshot shows a web browser window with the URL <http://apps.grasptechologies.com/WebReporting>. The page title is "Print My Invoice" and the logo for "TRAVELSTORE" is visible. The main content area is titled "Print My Invoice" and includes a sub-heading "How to Use Print My Invoice" with the following instructions:

- Invoice data is available online 24 hours after the original purchase date/time and is retained for a 30 month time period.
- If you are unable to locate your invoice, please contact your TravelStore representative.

Below the instructions is a form with the following fields and options:

- Traveler First Name:
- Traveler Last Name:
- Search options:
 - Invoice #
 - Record Locator
 - Ticket / Confirmation #
- Search field:
- Show Invoices As:
 - Single PDF
 - List
- Print My Invoice button

The Windows taskbar at the bottom shows the date and time as 12:08 PM on 5/3/2016.