

## SATO Virtually There Procedure

The recently revised SATO **Virtually There** web site allows you to verify and print out a travel itinerary once DTS reservations have been made, and to print out an e-ticket receipt once the flights are ticketed.

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

**Authorizations / Orders**

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

> [Create New Authorization/Order](#)

**Existing Authorizations/Orders**

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
DYWASHINGTOND061004_A01-02	06/10/04	AUTH 24 HOUR PASSED	ONWJ99	> <a href="#">view</a>	> <a href="#">print</a>		> <a href="#">amend</a>

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

**Adjustments**

Adjustments have been made to this document. Select one of the document versions listed below. Only the current version (marked by \*\*) may be further adjusted or routed. All other document versions are only "VIEW".

View/Edit	Print	Type	Level	Date	Time	Adjustor
> <a href="#">view</a>	> <a href="#">print</a>	ADJUSTMENT	39	06/07/04	7:03PM	CTO **

Click **>view** on the latest (top-most) entry in the **Adjustments** table. When the document opens, click on **Travel|Summary|Final Trip Itinerary**.

**Defense Travel System**  
A New Era of Government Travel

RETURN TO LIST

Itinerary **Travel** Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Transportation **Summary**

**Trip Summary**

Payment Information **Final Trip Itinerary** [Email this Itinerary](#) [Print this Itinerary](#)

**DTS Detailed Travel Itinerary for Helen D Npgs-A**

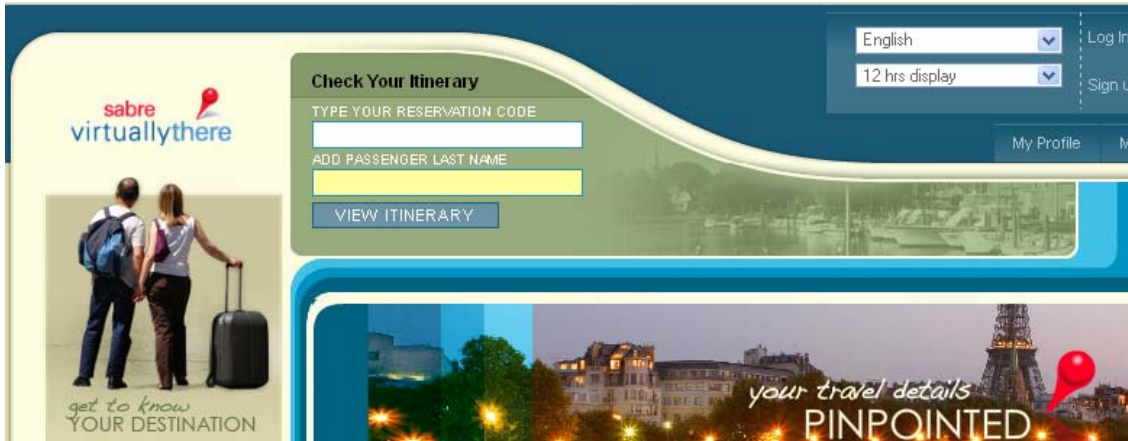
Travel / TDY Information:  
 Trip Type: AA-ROUTINE TDY/TAD  
 Trip Purpose: CONFERENCE ATTENDANCE  
 Trip Description:

DTS Document Name: DWASHINGTOND061004\_A01  
 DTS / CTO Confirmation: 0BHFCH  
 (Please Reference this number when contacting the CTO.)

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.virtuallythere.com** web site in your web browser. This is the SATO site that gives you access to your reservation information.



The screenshot shows the Sabre VirtuallyThere website interface. On the left, there is a logo for 'sabre virtuallythere' and an image of a man and a woman with luggage, with the text 'get to know YOUR DESTINATION'. The main content area is titled 'Check Your Itinerary' and contains two input fields: 'TYPE YOUR RESERVATION CODE' and 'ADD PASSENGER LAST NAME'. Below these fields is a 'VIEW ITINERARY' button. In the top right corner, there are dropdown menus for 'English' and '12 hrs display', along with 'Log In' and 'Sign up' links. A banner at the bottom of the page features a night view of a city with the Eiffel Tower and the text 'your travel details PINPOINTED'.


Paste the **Confirmation** code that you copied from the travel authorization into the box labeled **TYPE YOUR RESERVATION CODE**. Type the traveler's last name in the box labeled **ADD PASSENGER LAST NAME**. Click the **VIEW ITINERARY** button.



The screenshot shows the Carlson Wagonlit Travel website interface. On the left, there is a logo for 'Carlson Wagonlit Travel' and an image of a man and a woman with luggage. The main content area is titled 'Check Your Itinerary' and contains a 'Type The Email Address' field with the text 'satotravel' entered. Below this field is a 'REMEMBER ME' checkbox, which is checked. A privacy notice is displayed below the checkbox: 'Virtually There guards your privacy! To ensure security of your travel information, please enter the email address sent by your agent. We do not sell your information'. A 'VIEW ITINERARY' button is located at the bottom right of the form. In the top right corner, there are dropdown menus for 'English' and '12 hrs display', along with 'My Profile' and 'My Itinerary' links.

If the above screen appears, then ENTER **satotravel** in the **Type The Email Address** box, and then click the **REMEMBER ME** box so you will not have to enter it in the future. **DO NOT** enter your email address.

This opens the traveler's reservation screen, which shows airline reservations along with other useful information.



**SATO TRAVEL**  
 THANK YOU FOR BOOKING WITH SATO TRAVEL  
 Phone: -1-831-372-5232  
 MONTEREYCTO@SATOTRAVEL.COM

English v

12 hrs display v

Log In v

Sign up Now v

---

Home
View Itinerary
City Guides
Help

[My Profile](#)
[My Trips](#)

---

TRIP TO  
BOSTON, MA

PREPARED FOR

RESERVATION CODE  
KQOGMO

TRAVEL DATES  
May 09 - May 16

---

Overview

Air

Others

---

**Travel Arranger Priority Comments**  
 CHECK-IN AT THE OPERATING CARRIER TICKET COUNTER

Saturday May 9

**MRY**  
MONTEREY CA MRY, CA

**DEN**  
DENVER, CO


<b>UNITED AIRLINES</b> UA 6732 Operated by UNITED EXPRESS/SKYWEST AIRLINES	<b>Departing At</b> 06:00 am <b>Terminal</b> Not Available	<b>Arriving At</b> 09:25 am <b>Terminal</b> Not Available
--	---	--

Passenger Name	Seats	Frequent Flyer Number
JON P LETOURNEAU	Check-In Required	
<b>Airline Reservation Code</b>	ZD5964	<b>Duration</b> 02hr(s) :25min(s)
<b>Status</b>	Confirmed	<b>Class</b> Economy
<b>Aircraft</b>	CRJ-700 CANADAIR REGIONAL JET	<b>Gate</b> <a href="#">Check for latest information</a>
<b>Meals</b>		<b>Stops</b> 0
<b>Smoking</b>	No	<b>Mileage</b> 0946

Please verify flight times prior to departure

**NEXT STEPS**

- [Print Itinerary](#)
- [E-mail Itinerary](#)
- [Add to Calendar](#)
- [View eTicket Receipt](#)
- [View eInvoice](#)
- [Add to My Trips](#)



This screen shows the **Overview** tab. There is more information about the airline reservations in the **Air** tab, and rental car and hotel reservation information is shown in the **Others** tab.

To print this screen, click **Print Itinerary** in the **NEXT STEPS** section above.

Tickets are normally purchased by SATO Monterey three working days before travel. Click on **View eTicket Receipt** in the **NEXT STEPS** section. Once the reservations are ticketed, this will open the receipt screen. If the tickets have not been purchased, the next screen will so inform you.

## eTicket Receipt

### Prepared For

.....[SEA,DTS]

SABRE RESERVATION CODE	KQOGMO
TICKET ISSUE DATE	07May09
TICKET NUMBER	0167425929799
INVOICE NUMBER	0125682
ISSUING AIRLINE	UNITED AIRLINES
ISSUING AGENT	R8R1/ATH
ISSUING AGENT LOCATION	SEASIDE CA
IATA NUMBER	05552960
CUSTOMER NUMBER	591300

### Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
09May	UNITED AIRLINES UA 6732 Operated by: /UNITED EXPRESS/SKYWEST AIRLINES	MONTEREY CA MRY, CA  Time 600A	DENVER, CO  Time 925A	Airline Reservation Code ZD5964 Class ECONOMY Seat Number CHECK-IN REQUIRED Booking Status CONFIRMED Fare Basis YCA Not Valid After 09MAY
09May	UNITED AIRLINES UA 584 EXPRESS/SKYWEST AIRLINES	DENVER, CO  1148A Terminal TERMINAL 3	BOSTON, MA  1235P	Airline Reservation Code ZD5964 Class ECONOMY Fare Basis YCA Not Valid After 09MAY

### Payment Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXX 6499
Endorsement/ Restrictions	NONE
Fare Calculation Line	MRY UA X/DEN Q55.81UA BOS619.53YCA UA X/SFO Q55.81 UA MRY619.53YCA USD1350.68END ZPMRYDENBOSSFO XT 10.00AY 18.00FMRY4.5DEN4.5BOS4.5SFO4.5
Fare	USD 1350.68
Taxes/Fees /Charges	USD 101.32 US (US TRANSPORTATION TAX)
	USD 14.40 ZP (US SEGMENT TAX)
	USD 28.00 XT (COMBINED TAXES)
Total Fare	USD 1494.40

If a receipt appears, click on **Print this e-Ticket** to print the eTicket receipt. This is the receipt that should be uploaded to the **Substantiating Records** section of the travel voucher upon return from travel.