



## **CWT Sato travel procedures for the AF Scientific Advisory Board**

1. Complete and submit the attached personal profile form - reservations should not be made prior to submission
  - ❖ In order for you to protect information you submit your options are
    - Fax (866-947-2401)
    - SAFE (<https://safe.amrdec.army.mil/safe/>) -- when using the SAFE website, enter email address [usaf.safaqb.finance.workflow@mail.mil](mailto:usaf.safaqb.finance.workflow@mail.mil)
2. Contact 855-654-7124 Monday-Friday 0800-1630 to make reservations
3. Refer to yourself as “traveling for the Air Force SAB and funded by the Pentagon”
4. Make airfare reservation on the ‘Contract Carrier’
5. The reservation agent will email the SAB Secretariat a copy of your itinerary - a copy will be forwarded to you
6. SAB Secretariat will forward a copy of your travel authorization to the CWT Pentagon Office for ticketing
7. Your ticket should be issued NLT 4 calendar days prior to travel
8. An eTKT receipt (eInvoice) will be emailed to you and the SAB Secretariat
9. Please contact 855-654-7124 if you have not received a copy of your eTKT receipt 4 calendar days prior to departure
10. If you need assistance outside of normal business hours please contact 800-383-6732