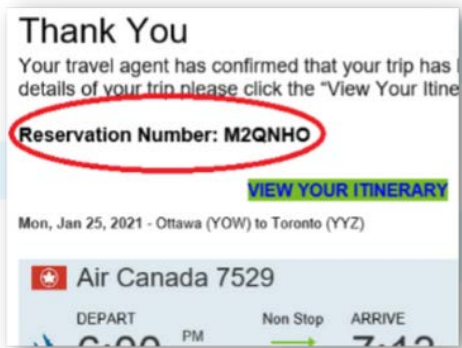


## HOW TO FIND YOUR TRAVEL INVOICE

Easily download your travel invoice through the Encore Travel Portal.  
Simply follow those steps!

### STEP 1

On the itinerary email, take note of the Reservation Number.



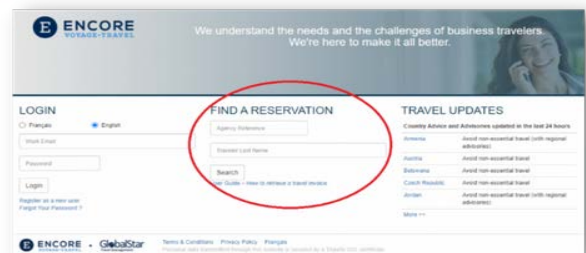
For more information about itineraries, please visit this page: [encore.ca/viewtrip-general-user-guide/](https://encore.ca/viewtrip-general-user-guide/).

### STEP 2

Go to [trace.encore.ca](https://trace.encore.ca).

### STEP 3

Under the "Find a Reservation" section, enter the Reservation Number in the Agency Reference field and the traveller's last name as it appears on the itinerary in the Traveler Last Name field. Then, click Search.



### STEP 4

Click the "Download Invoice" hyperlink and a PDF version of your invoice will download in your browser.



Please note that it can take up to 12 hours to access your invoice once you've completed your booking.