

# SATO Travel Reservations: 1-800-919-7286

After Hours *Emergency Only*: 1-800-827-7777

**All official, reimbursable travel is to be arranged through the SATO travel office.**

You have been authorized to receive reimbursable orders from the Coast Guard for official travel.  
Here are some simple instructions for making your travel arrangements.

**1. Fill out the CGD17 Temporary Assignment to Duty (TAD) Orders Request Worksheet based on the meeting/course travel information you received. (Note: Orders for “C” Schools must be requested by submitting a Short Term Training Request (STTR).)**

- a. Email or fax the worksheet to the Director’s office (numbers are listed below).
- b. Once the Director has approved your request,
  - (1) If traveling by plane, you will be notified to call SATO to make your travel reservations.
  - (2) If traveling by privately owned vehicle, your orders will be emailed to you.

**2. Call SATO to make your travel reservations.**

- a. After receiving authorized dates for your official travel, call a SATO representative at **1-800-919-7286** to make the flight arrangements. Let them know that you are with the Coast Guard Auxiliary and that the airfare will be charged to your travel orders. (*Charging the airfare to your personal credit card must be pre-approved by the Director’s Office.*)
- b. Please ask SATO to include the price of your ticket on the itinerary.
- c. If you are authorized to rent a car for your travel, it must also be reserved through SATO at this time.
- d. If you wish to include days in your itinerary other than the official authorized dates of travel, contact the Director’s Office for approval, prior to making the reservations.

**3. SATO will email you an itinerary for your travel.**

- a. Once you have received your itinerary, check it for accuracy, making sure it matches the dates that you are authorized to travel. (*If you have requested dates for travel other than those authorized for the official travel, make sure they have been pre-approved by the Director’s Office.*)
- b. Forward the itinerary email from SATO including the link to the reservation to the Director’s Office for preparation of the official travel orders.

**4. Official Travel Orders will be prepared by the Director’s Office.**

- a. When the Director’s Office receives your SATO itinerary with Locator Code, the official orders for travel will be prepared.
- b. The Director’s Office will email the orders, with the Locator Code noted at the top, to both you and SATO. You will carry these orders with you during your travel.
- c. SATO will ticket the travel and you will receive an e-invoice email from them. Check to make sure your name, invoice/ticket numbers and total amount appear in the pricing box.

**5. Include a copy of your SATO e-invoice when submitting your claim for reimbursement.**

- a. Print a copy of the e-invoice from the SATO link provided to you showing that the ticket has been issued.
- b. Attach the e-invoice to your travel claim when you mail it to the Director’s Office for processing.

*If you have any questions or problems, please contact the Director’s Office:*



**Lori Cook, Assistant Director of Auxiliary**  
907-463-2246, [Lori.E.Cook@uscg.mil](mailto:Lori.E.Cook@uscg.mil)

-- or --

**Noreen Folkerts, Auxiliary Program Assistant**  
907-463-2249, [Noreen.K.Folkerts@uscg.mil](mailto:Noreen.K.Folkerts@uscg.mil)



**Fax: 907-463-2256**