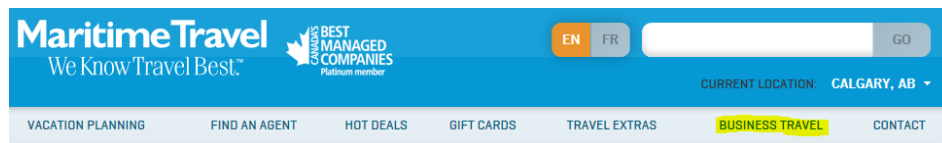


Client Account Statement Instructions

Go to www.maritimetravel.ca

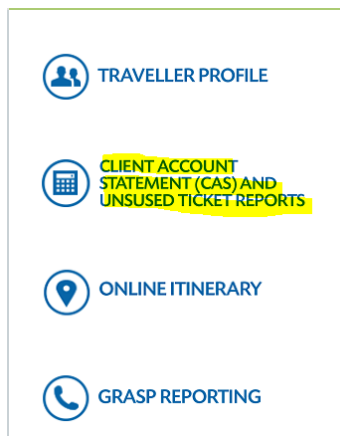
- Click on the **"BUSINESS TRAVEL"** tab to take you to our Business Travel Website



- Select the **"ONLINE REPORTING"** box in green (on the left of the screen)



- Select the second option **"CLIENT ACCOUNT STATEMENT (CAS) AND UNUSED TICKET REPORTS"** (on the left of the screen)



- Now you are on the login page, as shown below. Enter your login information provided to you

LOGIN

Username Or Email:

Please enter your Username or Email address.


Password:


Please enter your Password.

[Forgot Password](#)

[Sign Up for Client Account Statement and Unused Ticket Reports](#)

Navigating the Client Account statement:

 [View Client Account Statement by Traveller](#)

 [Your Ticket Credits](#)

View Client Account Statement by Traveller: This is a tool to show invoice statements by individual travellers. Enter your date parameters and select run. You can sort the fields by selecting their titles and this can be exported/saved using the tools at the top of the page.

Your Ticket Credits: This report (if access has been granted) shows all travellers used and unused ticket credits. You can filter by using the drop-down box features on the availability selection.

*****Please note that once you export the data, the invoice links will no longer be accessible. You can only access/view these within the client account statement site.*****

For any question or concerns please contact your BTM department at btm@maritimetravel.ca or your companies travel manager.