



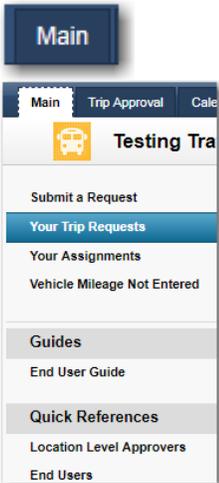
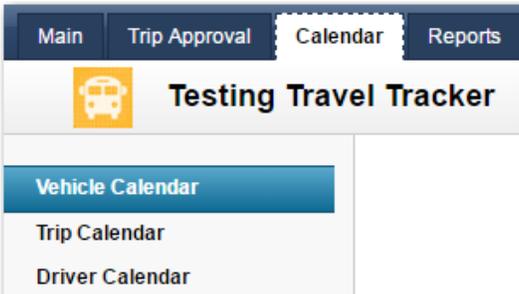
Travel Tracker

by app-garden

Quick Reference for Trip Location Approvers

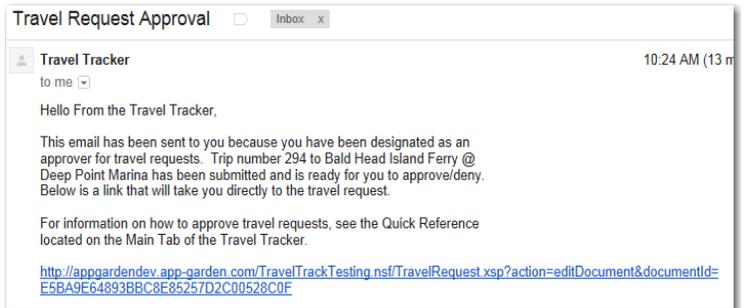
There may be multiple levels of approval required for a trip based upon options selected in the trip request such as special funding or overnight/out of state. The first level of approval is always the location level approval. This will be the person at each location designated to approve field trips at that location. If the trip is an athletic trip, there may be an athletic approver that will do the location level approval.

When a trip is requested it will be routed first to the location approver. If additional levels of approval are required, then as each level is approved, an email will be generated to the next approver. When all trip approvals have been obtained, the trip will then have an “Approved” status. The requestor will receive an email to indicate that the trip has been approved. Buses will still need to be assigned after the trip itself has been approved. The Travel Tracker makes it very easy for users to see the status of both the trip approvals and the bus assignments.

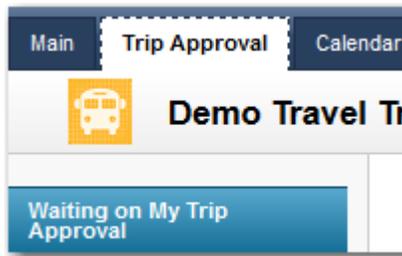
<p>When the location level approver signs on, they have access to the tabs shown at the right.</p>	
<p>On the Main tab, you can submit a trip request, view trip requests, view vehicle assignments and enter mileage for trips that you have created. For detailed instructions for these options, refer to the End User Guide and the End User Quick Reference.</p>	
<p>On the Calendar tab, you have the option to view the vehicle calendar, the trip calendar and the driver calendar. For detailed instructions for these options, refer to the End User Guide and the End User Quick Reference.</p>	

Approving a Trip

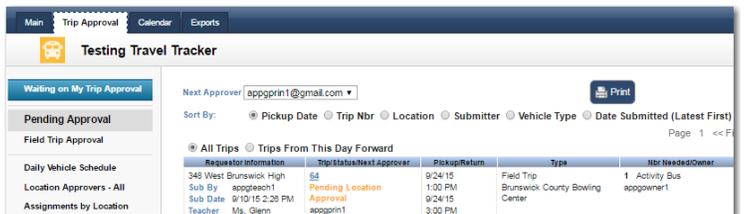
There are 2 ways to access trips that are waiting on your approval. The first is through the email that you will receive when a user requests a trip that needs your approval. In the email that you receive, there will be a link listed. When you click on the link, you can sign in and access the trip needing approval immediately.



The second way is to access trips needing approval using the menus on the system. If you are designated as a field trip approver, or an athletic trip approver you will have a tab for “Trip Approval”.



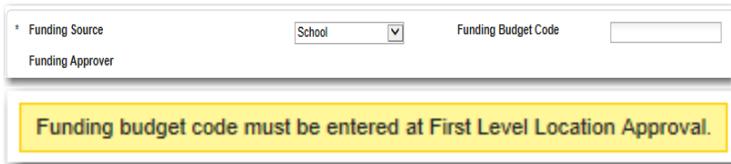
If you are a location approver, when you sign into the Travel Tracker, the first screen you will see is the Waiting on My Approval option on the Trip Approval Tab. You have several options for sorting the trips.



You will be shown a list of trips that require your approval. Click anywhere on the trip information to open the trip request.

Requestor Information	Trip/Status/Next Approver	Pickup/Return
348 West Brunswick High cdeveloper Submitted 10/27/14 1:59 PM	383 Pending Location Approval appgprin1	11/14/14 1:00 PM 11/14/14 3:00 PM
348 West Brunswick High cdeveloper Submitted 10/27/14 2:03 PM	384 Pending Location Approval appgprin1	11/17/14 2:00 PM 11/17/14 4:00 PM
348 West Brunswick High appgprin1 Submitted 11/12/14 4:04 PM	387 Pending Location Approval appgprin1	12/12/14 1:00 PM 12/12/14 4:00 PM

If your county requires a Funding Source and the funding budget code is not filled in by the trip requester, you may be required to provide a funding budget code before approving the trip. If you try to submit the trip request and you are required to enter the budget code, you will get an error message.

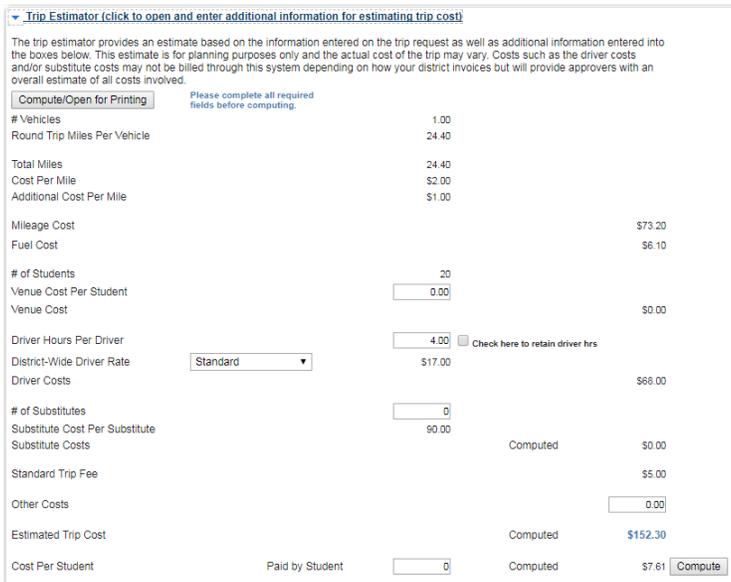


* Funding Source: School
 Funding Budget Code:
 Funding Approver:
Funding budget code must be entered at First Level Location Approval.

If you would like to get an estimate of what the trip will cost, scroll through the trip request until you get to the section labeled Trip Estimator. Click on the arrow next to Trip Estimator to open the trip estimator.

The fields that are outlined with a box are fields that data can be inputted. The other fields are calculated from the information that has already been entered in the trip request.

The trip requester may have already filled in the data and computed the trip cost. If they have not, you can fill in the data and then click on the Compute button to compute the estimated cost of the trip and the cost per student.



Trip Estimator (click to open and enter additional information for estimating trip cost)
 The trip estimator provides an estimate based on the information entered on the trip request as well as additional information entered into the boxes below. This estimate is for planning purposes only and the actual cost of the trip may vary. Costs such as the driver costs and/or substitute costs may not be billed through this system depending on how your district invoices but will provide approvers with an overall estimate of all costs involved.

Please complete all required fields before computing.

# Vehicles	1.00	
Round Trip Miles Per Vehicle	24.40	
Total Miles	24.40	
Cost Per Mile	\$2.00	
Additional Cost Per Mile	\$1.00	
Mileage Cost		\$73.20
Fuel Cost		\$6.10
# of Students	20	
Venue Cost Per Student	<input type="text" value="0.00"/>	
Venue Cost		\$0.00
Driver Hours Per Driver	<input type="text" value="4.00"/>	<input type="checkbox"/> Check here to retain driver hrs
District-Wide Driver Rate	Standard	\$17.00
Driver Costs		\$68.00
# of Substitutes	<input type="text" value="0"/>	
Substitute Cost Per Substitute	90.00	
Substitute Costs		Computed \$0.00
Standard Trip Fee		\$5.00
Other Costs		<input type="text" value="0.00"/>
Estimated Trip Cost		Computed \$152.30
Cost Per Student	Paid by Student <input type="text" value="0"/>	Computed \$7.61 <input type="button" value="Compute"/>

Scroll to the bottom to Location Level Approval.

Enter comments if desired.

To approve the trip request, click on the circle to the left of "Approved".
 To deny the request, click on the circle to the left of "Denied". If you deny a trip, you should enter the reason why in the comment area. These comments will be emailed back to the requestor along with the indication that the trip has been denied.



Location Level Approval

Comment:

Location Approver Decision: Approved Denied

Designated Approver: appgath1@gmail.com

Name:

Decision Date:

Once you select your option you will see the Approved/Denied, your name and the date.

You can click on Print to print the trip request.

Click on Submit to submit the request.

If the trip requires additional approval after the location approval, it will be routed to the next approver. In the example to the right, this trip request will be routed to the Funding Approver.

The screenshot shows two approval forms. The first is 'Location Level Approval' with a 'Comment' field, 'Location Approver Decision' (Approved), 'Name' (appgprin1@gmail.com), and 'Decision Date' (Aug 6, 2014 12:38:27 PM). The second is 'Funding Source Approval for Field Trips' with a 'Comment' field, 'Funding Approver Decision', 'Designated Approver' (appgtest5@gmail.com), 'Name', and 'Decision Date'. Below these forms are 'Submit' and 'Print' buttons. At the bottom, the 'Request Status' is 'Pending Funding Source Approval'.

If more information is needed before the trip can be approved, add the comments to the comment section and then submit without selecting an approver decision. This will create a comments icon that will be displayed on the "Waiting on My Trip Approval" screen and it will be seen by the trip requester on the "Your Trip Request" screen.

The screenshot shows the 'Location Approval' form with a 'Comment' field containing 'Need more info about the students who will be on this trip.' Below the form are radio buttons for 'Approved' and 'Denied', and the 'Designated Approver' (appgprin1@gmail.com). Below the form is a table with trip details:

Requestor Information	Trip Status/Next Approver	Pickup/Return	Type
348 West Brunswick High	409	7/18/16	Field Trip
Sub By appgteach1	Pending Location Approval	8:00 AM	328 North Brun
Sub Date 6/29/16 11:36 AM	appgprin1	7/18/16	
Teacher	Adults 2	10:00 AM	

Below the table is a 'Comments' section with a yellow speech bubble icon and the text 'Need more info about the students who will be on this trip.' A blue arrow points to the icon.

If you would like to email any information to the trip requester or anybody else associated with the trip, click on the Send Email button before you submit the request. This provides an easy way to communicate about the trip. This will open a window where you can type a message to the trip requester. Their email is automatically shown in the Send To: box. Note – you can edit this and send to someone else if needed. If you would like to send to multiple email addresses, you need to put a semi-colon between the email addresses. Your email address will automatically be sent as the reply to email. When the requester receives the email, they can reply and it will come to your regular email. There will be a link to the trip in the email message that is sent.

The screenshot shows the 'Send Email' dialog box. At the top are 'Submit' and 'Print' buttons. Below is the 'Request Status' (Pending Location Approval) and 'Final Approval Date'. A row of buttons includes 'Reschedule Trip', 'Cancel Trip/Reservations', 'Create Duplicate Request', 'Save Current Trip', 'Send Email', and 'Comments'. A blue arrow points to the 'Send Email' button. Below the buttons is the 'Email To Requester - You may change the "Send To" name on this email' dialog. It has a 'Send To:' field with 'appgteach1@gmail.com', a 'Subject:' field, and a 'Message:' field. A red note says 'Please separate multiple email addresses with a semicolon.' At the bottom are 'Send Now' and 'Close' buttons.

All emails that are sent for a trip are listed in the Email Audit log (note you may need to refresh the screen to see an email that was just sent). The Email Audit Log is located at the bottom of the trip request. If you hover over the envelope icon you can see the text of the email.



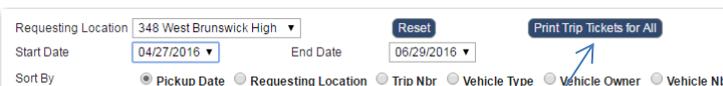
Daily Vehicle Schedule

The Daily Vehicle Schedule option under the Trip Approval Tab allows you to print out a schedule for a specified date range.

Using the drop down arrows, select your start date and end date. The Reset button will reset the dates.

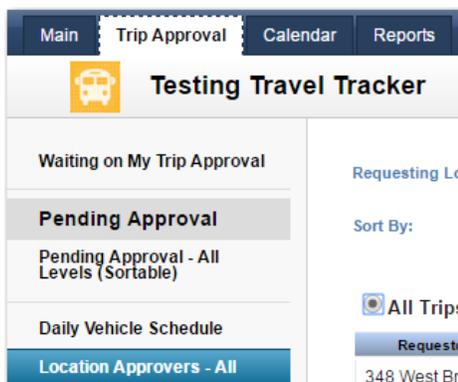
Click on Print at the bottom of the list to print the list of trips for the specified date range.

Click on the Print Trip Ticket for All to print the trip tickets for the specified dates.



Viewing all trips for your location

If you want to view all the trips for your location, click on the Location Approvers – All option under the Trip Approval Tab. This allows you to see all the trips that have been scheduled at your location and where in the approval process they are at.



You have several options for sorting the trips and you have the option to view a particular trip by selecting the trip number from the drop down box next to Trip Number.

You have the option to view all the trips for your location or you can view the trips from this day forward. The default is to view trips from this day forward.

Assignments by Locations

If you want to view all the vehicle assignments for your location, click on the Assignments by Location option under the Trip Approval Tab. This allows you to see all the vehicle assignments for your location.

If your district has elected to use the Trip Ticket, you can download and print a Trip Ticket or Trip Ticket with Directions from here.

You have several options for sorting the trips.

Trip Nbr/Sch/Trip	Sub By	PkUp/Return	Trip	Adults	Students
6		4/30/15	Field Trip		
348 West Brunswick High		8:00 AM	Brunswick County		
appgteach1		4/30/15	Bowling Center		
		11:30 AM		4	40

Reports

You have the option to export the Assignment/Trip information to Excel. Click on the Reports tab, make your selections and then click on Export to Excel.

Having the trip assignment information available in Excel, gives you the ability to create custom reports.

The screenshot shows an Excel spreadsheet titled "Trip Assignments" with a filter menu at the top. The filter menu includes options for Dates/Times, Teacher, Requestor, Destination, Driver Cost, Funding Source/Budget Code, Vehicle Info, All Miles, Driver Info, Yr/Mon, Planning Cost/Rate, Estimated Trip Hrs, Overnight/OOS, LR?, Invoice Info, Field Trip Type, Payment Comments, Other Cost-Break Down, Pick-Up Drop-Off, Bid Id, and Delimited Budget Code. The main table has columns for Requesting Location, Teacher, Type, Athletic Event, Trip Number, Leave Date, Leave Time, Return Date, Return Time, Destination, RT Miles, Mileage Rate, Driver Cost, Assistant Cost, Mileage Cost, Fuel Cost, Other Cost, Additional Mileage Cost, Total Cost, and Amount Due Yr. The data rows show trips from 348 West Brunswick High, including a field trip to Brunswick County Bowling Center and athletic trips to North Brunswick High and Campbell University.

Requesting Location	Teacher	Type	Athletic Event	Trip Number	Leave Date	Leave Time	Return Date	Return Time	Destination	RT Miles	Mileage Rate	Driver Cost	Assistant Cost	Mileage Cost	Fuel Cost	Other Cost	Additional Mileage Cost	Total Cost	Amount Due Yr
348 West Brunswick High	Mr. Green	Field Trip		6	2015 04/30	08:00:00 AM	2015 04/30	11:30:00 AM	Brunswick County Bowling Center	-5.30	\$2.00	\$0.00	\$0.00	(\$10.60)	(\$1.58)	\$5.00	\$0.00	(\$7.18)	N
348 West Brunswick High		66.6 Athletic	This is a length 9	9	2015 04/30	03:00:00 PM	2015 04/30	07:00:00 PM	326 North Brunswick High	56.60	\$2.00	\$0.00	\$0.00	\$113.20	\$0.00	\$0.00	\$56.60	\$169.80	N
348 West Brunswick High		66.6 Athletic	This is a length 5	5	2015 04/30	03:00:00 PM	2015 04/30	07:00:00 PM	326 North Brunswick High	56.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00	N
348 West Brunswick High		241.98 Staff		5	2015 04/30	10:00:00 AM	2015 04/30	12:00:00 PM	Campbell University	231.98	\$0.75	\$0.00	\$0.00	\$173.99	\$69.36	\$0.00	\$0.00	\$243.35	N

Athletic Approvers

Athletic approvers have an additional option under the Trip Approvers tab. They have the option to view Athletic Assignments.

This option gives the athletic approver the option to sort on a sport and see a total cost for that sport.

The screenshot shows the "Testing Travel Tracker" web application. It has navigation tabs for Main, Trip Approval, Calendar, and Reports. The "Trip Approval" tab is active. The interface includes a sidebar with menu items: Waiting on My Trip Approval, Pending Approval, Pending Approval - All Levels (Sortable), Daily Vehicle Schedule, Location Approvers - All, Assignments by Location, Overnight/OOS Trips, and Athletic Assignments. The main content area shows filters for Requesting Location (348 West Brunswick High) and Sport (Swimming), with a Total Cost of \$1,176.72. Below the filters is a table of trip data.

Trip Nbr/Sch/Trip Sub By	Pkup/Return	Trip
298	1/20/16	Athletic
348 West Brunswick High appgteach1	5:00 PM 1/20/16 8:00 PM	334 South Brunswick High Swimming
		Adults 0