



Travel Tracker

by app-garden

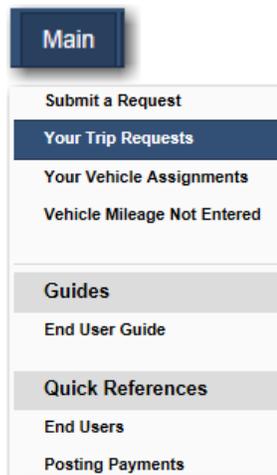
Quick Reference for Posting Payments

The Travel Tracker makes tracking payments for field/athletic/staff trips easy and efficient. Finance users and transportation users who are responsible for posting payments have several options for marking invoices as Paid. There are two ways to post payments – from the School Finance tab and from the Invoices tab. Both are described below.

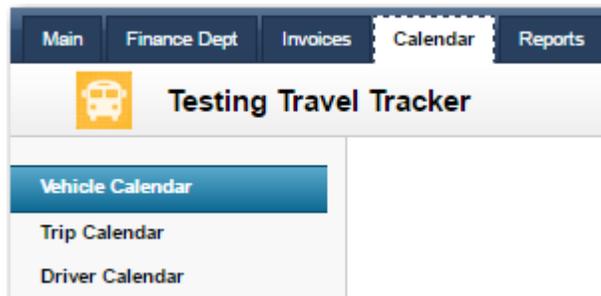
When the person who is responsible for posting payments signs on, they have access to the tabs shown at the right.



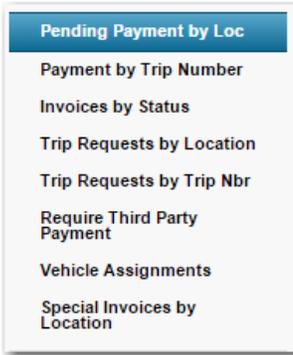
On the Main tab, you can submit a trip request, view trip requests that you have created and view vehicle reservations for trips that you have created. For detailed instructions for these options, refer to the End User Guide and the End User Quick Reference.



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.



When the person who is responsible for posting payments signs on, they will default to the Finance Department Tab. Under the Finance Department Tab, they have the options shown to the left.



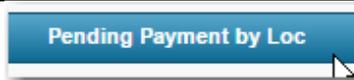
Viewing trips that are ready for payment - regardless of the invoice

We have provided an easy way to see only outstanding trips that require the payment to be posted, regardless of what invoice they are on.

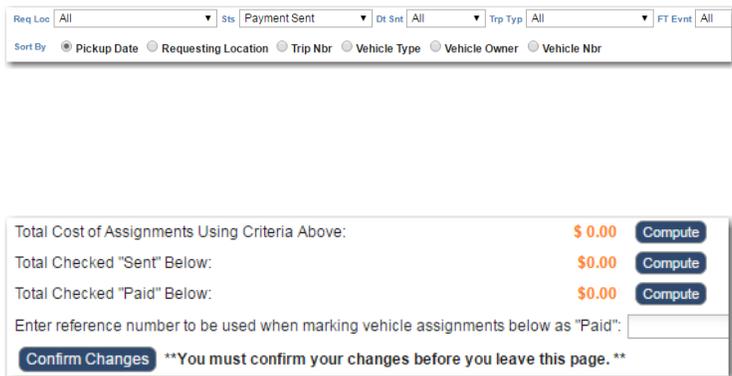
Click on the Finance Department tab.



Click on the Pending Payment by Location to view trips by location.



You have the option to review trips by Requesting Location, Invoice status, Date Sent, Trip Type and Field Trip Event. You can sort by Pickup Date, Requesting Location, Trip Number, Vehicle Type, Vehicle Owner and Vehicle Number. When you view the trips by Payment sent, you will be viewing all the trips that have had the payment sent by the school secretary.

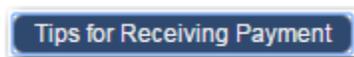


As you mark items below as paid, the Total Checked "Paid" Below will calculate.

The Print button on this screen will print out the invoices listed.



If you click on the Tips for Receiving Payment button, you will get additional help for posting payments.



1. Click on the school you are working with from the dropdown filter.
2. Optionally, select the check date from the date dropdown. This may help you narrow the selection down to the trips that were paid on a particular check.
3. Click on the "Paid" checkbox next to each trip that you are receiving. The total will adjust as you click each item. You can confirm your total against the check total.
4. Enter your reference number. This could be a journal number, batch number, etc.
5. Click on "Confirm." This will mark all items and clear the total.

Tips for Receiving Payment

1. Click on the school you are working with from the dropdown filter.
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5. Click on "Confirm." This will mark all items and clear the total.

When you view Invoice Status of Paid for a particular date sent, this will list out all the invoices paid on a particular date.

Req Loc: All Sts: Payment Sent Dt Snt: 07/09/2015

MIcst	Total Costs	Actions	
-5.30	Mi (\$10.60)	Approved	5/8/15
\$2.0000	Oth \$3.42	Sent	7/9/15
	Tot (\$7.18)		
		Paid	<input type="checkbox"/>
		Do Not Bill	<input type="checkbox"/>
		Inv	3481504F
		Chk#	485
0.00	Mi \$0.00	Approved	7/8/15
\$0.0000	Oth \$39.54	Sent	7/9/15
	Tot \$39.54		
		Paid	<input type="checkbox"/>
		Do Not Bill	<input type="checkbox"/>
		Inv	3481504F
		Chk#	345
0.00	Mi \$0.00	Approved	7/8/15
\$2.0000	Oth \$39.54	Sent	7/9/15
	Tot \$39.54		
		Paid	<input type="checkbox"/>
		Do Not Bill	<input type="checkbox"/>

Click on the Payment by Trip Number menu option to view trips by trip number.



Enter the trip number to bring up the trip summary in the table.

As you mark items below as paid, the Total Checked "Paid" Below will calculate.

The Print button on this screen will print out the invoices listed.

Trip Number

These will calculate as you check the items below

Total Checked "Sent" Below: \$0.00

Total Checked "Paid" Below: \$0.00

Enter reference number to be used when marking vehicle assignments below as "Paid":

You must confirm your changes before you leave this page.

From either view, you can enter a reference number and then check Paid for multiple items in the Action column. You can mark multiple items from this screen, however, you MUST use the confirm button at the top before leaving the screen to save the changes. Pending Change in the Actions column will remind you to click on Confirm Changes.

Once the item has been marked as Paid, it will no longer be listed in this view.

Enter reference number to be used when marking vehicle assignments below as "Paid":

Confirm Changes ***You must confirm your changes before you leave this page.***

Actions	
Apprvd	11/26/13
Sent	11/26/13
Paid	<input checked="" type="checkbox"/> Pending Change
Apprvd	12/13/13
Sent	12/16/13
Paid	<input checked="" type="checkbox"/> Pending Change

If you need to review the invoice or would like to add a comment, you can click on the trip number to open the invoice. The top part of the invoice indicates the Trip number, destination, Date and trip requestor and any additional funding information.

Vehicle Assignment

[Print](#)

Vehicle Location	348 West Brunswick High	Current Owner	appgowner1@gmail.com
Vehicle Number	8021	Vehicle Type	Activity Bus
Trip Code	117	Pickup Date/Time	Nov 30, 2015 9:00 AM
Requesting Location	348 West Brunswick High	Return Date/Time	Nov 30, 2015 11:00 AM
Location Zone	Zone 001	Time Period/Hrs	Trip Year/Week: 2015-49 Trip Hours 2.00 Bid Id 1
Destination/Description	334 South Brunswick High	Trip Type	Athletic Cross Country
Funding Source	sba2 <input type="checkbox"/> Check to retain	Funding Approver	appgtest5@gmail.com appgtest2@gmail.com
7954 271 660000 9999		3rd Grade Team - Student Activities	
Vehicle Phones		Teacher	
Trip Submitted By	appgtech1@gmail.com	Reservation Created By	appgowner1@gmail.com 10/26/15 10:36 AM

The Ending Vehicle Use section shows the breakdown of charges for this trip.

Ending Vehicle Use

Driver Name	Teri Schoenhardt	Driver Email	tschoenhardt@gmail.com
Driver Phone	7045172011	Driver Id	
Driver Hours	0.00	Driver Rate/Hr	\$22.00 <input type="checkbox"/> Check to retain
Driver Overtime Hours	0.00	Driver OT Rate/Hr	\$25.00 <input type="checkbox"/> Check to retain
Driver Other Hours	0.00	Driver Other Rate/Hr	\$25.00 <input type="checkbox"/> Check to retain
Driver Benefits: SS \$0.00 Med \$0.00 Ret \$0.00 WkCmp \$0.00	\$0.00	Driver Cost	\$0.00
		<input type="checkbox"/> Driver Paid	
Pickup Person			
Mileage Cost:			
Estimated Mileage	53.16	Total Miles	50.00
Beginning Odometer	150.00	Cost Per Mile	2.0000 <input type="checkbox"/> Check to retain
Ending Odometer	210.00	Additional Cost Per Mile	1.0000 <input type="checkbox"/> Check to retain
Miles Driven	60.00	Mileage Cost:	\$150.00
Pickup Miles Subtracted	10.00		
<input type="radio"/> Remove Pickup Miles <input type="radio"/> Restore Pickup Miles			
Fuel Cost:		Fuel Cost:	\$14.95
Total Miles	50.00	Mi/Gal	10.00
gallons fuel @	\$2.99 (Price Per Gal)		
Comments Concerning Vehicle (Transportation Dept will be notified)	<div style="border: 1px solid gray; height: 40px;"></div>		
Mechanic Assigned for Inspection (Optional):	Select	Standard Trip Fee	0.00
Additional Cost: Return Condition	Excellent	<input type="radio"/> Remove Standard Cost <input type="radio"/> Restore Standard Cost	
Return Condition Cost	\$0.00	Additional Cost	\$0.00
Vehicle Charge Type	N/A	Total Cost:	164.95
Vehicle Charge Amount	\$0.00		

The total cost indicates the payment that is due for this trip.

Scroll to the bottom and you will see the information for payment. When you are marking a trip as paid, click on the Paid button. You can enter a Batch/Journal entry and a comment. Once you click on Paid, you will see your userid listed in the "Paid By" section.

Supporting documents can be attached to an invoice. Click on Choose File, select the file that you would like to add and then click on Add. Click on the trash bin to the right of the file to remove it.

Under the Finance Department tab, you also have the options to view invoices by status, trip requests, trips that require third party payment, vehicle assignments and special invoices.

View invoices by status using the dropdown arrow next to Invoice Status. You have multiple options for sorting.

Trip requests can be viewed by location and sorted.

Main Finance Dept Invoic

Testing Trav

- Pending Payment by Loc
- Payment by Trip Number
- Invoices by Status
- Trip Requests by Location**

Requesting Location: 348 West Brunswick High Trip Number: All Print

Sort By: Pickup Date Trip Nbr Location Submitter Vehicle Type Date Submitted (Latest First)

All Trips Trips From This Day Forward

Trip requests can be viewed by Trip Number.

Main Finance Dept Invoic

Testing Trav

- Pending Payment by Loc
- Payment by Trip Number
- Invoices by Status
- Trip Requests by Location
- Trip Requests by Trip Nbr**

Trip Number: [] Print

Sort By: Pickup Date Trip Nbr Location Submitter Vehicle Type Date Submitted (Latest First)

All Trips Trips From This Day Forward

Trips that require a third party payment can be viewed.

Pending Payment by Loc

Payment by Trip Number

Invoices by Status

Trip Requests by Location

Trip Requests by Trip Nbr

Require Third Party Payment

Requesting Location: 348 West Brunswick High

All Trips Trips From This Day Forward

Requestor Information	Trip	Pick
348 West Brunswick High appgteach1 11/6/14 9:11 AM	522 Approved	2/14 2/14

Vehicle assignments can be viewed by location.

Main Finance Dept Invoic

Testing Trav

- Pending Payment by Loc
- Payment by Trip Number
- Invoices by Status
- Trip Requests by Location
- Trip Requests by Trip Nbr
- Require Third Party Payment
- Vehicle Assignments**

Requesting Location: Select Print

Sort By: Pickup Date Requesting Location Trip Nbr Vehicle Type Vehicle Owner Vehicle Nbr

All Trips Trips From This Day Forward

Special invoices can be viewed by location.

Pending Payment by Loc

Payment by Trip Number

Invoices by Status

Trip Requests by Location

Trip Requests by Trip Nbr

Require Third Party Payment

Vehicle Assignments

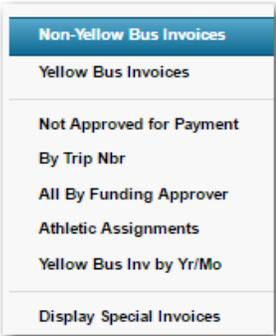
Special Invoices by Location

Requesting Location: 348 West Brunswick High

Trip Nbr/Sch/Trip Sub By	Pickup/Return	Trip
SI1 348 West Brunswick High	8/27/14 4:00 PM 8/27/14 6:00 PM	Invoice Only Test to create trip number 348 West Brunswick High
SI2 348 West Brunswick High	8/12/14 4:00 PM	Invoice Only 348 West Brunswick High

Download Trip Ticket

Paying Invoices / Seeing Invoice History

<p>Click on the Invoices tab to see all invoice information.</p>													
<p>The invoices are broken out by Non-Yellow buses and Yellow Buses. You can also view approved trips by trip number and you can display special invoices.</p> <p>Invoices are compiled into a monthly total that shows in this list. For example, the invoice number is the school number, 2 digit year and 2 digit month and then a letter that indicates if it is athletic, Field trip or staff trip. So Invoices for school 348 for October 2015 Athletic trips would be 3481510A.</p> <p>This list allows you to easily identify which invoices still have trips where the payment has not been posted. Invoices that show an amount due have trips associated with them that are ready to be paid.</p>	  <table border="1" data-bbox="732 1010 1317 1199"> <thead> <tr> <th>Invoice Total</th> <th>Amount Paid</th> <th>Amount Due</th> </tr> </thead> <tbody> <tr> <td>\$61.25</td> <td>\$61.25</td> <td>\$0.00</td> </tr> <tr> <td>\$150.08</td> <td>\$0.00</td> <td>\$150.08</td> </tr> <tr> <td>\$82.50</td> <td>\$0.00</td> <td>\$82.50</td> </tr> </tbody> </table>	Invoice Total	Amount Paid	Amount Due	\$61.25	\$61.25	\$0.00	\$150.08	\$0.00	\$150.08	\$82.50	\$0.00	\$82.50
Invoice Total	Amount Paid	Amount Due											
\$61.25	\$61.25	\$0.00											
\$150.08	\$0.00	\$150.08											
\$82.50	\$0.00	\$82.50											
<p>Each monthly invoice is comprised of individual trips from that month. Click on an invoice number to open the details.</p>													
<p>Each invoice provides detailed information regarding the individual trips that comprise the invoice. These trips may be marked as paid from this screen as well. You can add a reference number by filling in the reference number box. If you want to pay for multiple trips on one check, you can do it from this screen – simply click on box next to Paid in the Approvals/Payments column.</p>													

School: 348 West Brunswick High
 Trip Type: Field Trip
 Invoice Number: 3481408F Miles Charged: 22.97

Vehicle Cost

Total Miles Driven	Subtract/Add Mileage for Pickup	Miles Charged	Mileage Rate	Mileage Cost	Driver Cost	Gas Cost	Other Cost	Total Cost	Amount Due
52.97	30.00	22.97	\$1.0000	\$22.97	\$0.00	\$7.47	\$15.00	\$45.44	\$45.44

Enter check number to be used when marking vehicle assignments below as "Sent":
 Enter reference number to be used when marking vehicle assignments below as "Paid":

Previous 1 Next

Trip Nbr/Sch/Trip Sub By	Pickup/Return	Trip	Funding	Vehicle	Driver	Mi/Cst	Total Costs	Approvals/Payments
269 348 West Brunswick High appgleach1@gmail.com	8/25/14 3:00 PM 8/25/14 5:00 PM	Field Trip 307 Brunswick County Early College	School	8021 Activity Bus 348 West Brunswick High appgowner1@gmail.com		14.16 \$1.0000 Tot	Mi Oth \$14.16 \$9.60 \$23.76	Approved 8/1/14 Sent <input checked="" type="checkbox"/> 8/7/14 Paid <input type="checkbox"/> Inv 3481408F
277 348 West Brunswick High appgleach1@gmail.com	8/19/14 9:00 AM 8/19/14 11:00 AM	Field Trip Brunswick Community College	EC Dept appgtest5@gmail.com 1.34.5677.23	8021 Activity Bus 348 West Brunswick High appgowner1@gmail.com		14.17 \$1.0000 Tot	Mi Oth \$14.17 \$9.61 \$23.78	Approved 8/1/14 Sent <input checked="" type="checkbox"/> 8/7/14 Paid <input type="checkbox"/> Inv 3481408F

Once you have marked an invoice item as Paid, it will be marked with a green \$.

Note – you can print the invoice if needed.

[Print](#)

From the Invoices tab, you also have the option to see all invoices not approved for payment, approved invoices by trip number, All by funding approver and athletic assignments.

- Non-Yellow Bus Invoices
- Yellow Bus Invoices
- Not Approved for Payment**
- By Trip Nbr
- All By Funding Approver
- Athletic Assignments
- Yellow Bus Inv by Yr/Mo

You can display special invoices by clicking on the Display Special Invoices option. These are special invoices that have been created for things such as vehicle maintenance or mileage adjustment.

- Non-Yellow Bus Invoices
- Yellow Bus Invoices
- Not Approved for Payment
- By Trip Nbr
- All By Funding Approver
- Athletic Assignments
- Yellow Bus Inv by Yr/Mo
- Display Special Invoices**

Reports Tab

We have provided an easy way to export data to Excel and have provided several very useful financial reports. Click on the Reports tab, make your selections and then click on Export to Excel.

Printed By: Curr1 Test, Date: 4/19/17 12:00 AM

Filters On/Off

Mileage Difference

Trip Assignments

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
 Ltr?
 Invoice Info
 Field Trip Type
 Payment Comments
 Other Cost-Break Down
 Pick-Up Drop-Off
 Bid Id
 Delimited Budget Code
 Original View

Requesting Location	Teacher	Type	Athletic Event	Trip Num	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 V/N
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	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	9	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

Click on the Assignments Reports tab or the Trip Reports tab at the bottom of the spreadsheet - these options provide some pre-set reports that you can utilize and also allows you to drag and drop items to and from the report.

[Assignments](#)
 [Assignment Reports](#)
 [Dashboard](#)
 [Trips](#)
 [Trip Reports](#)

Daily Vehicle Schedule
 Dashboard Setup
 Single Chart Setup: C=Column, P=Pie
 Filters On/Off
 Full Screen View

To view and edit individual charts, choose from the available chart setups above.

- Daily Vehicle Schedule
- Activity Bus Monthly Report
- Athletic Event - All Costs
- Beginning and Ending Mileage
- Cost Comparison for Location by Month
- Destination Report - RT Miles/Total Cost
- Driver Hours by Month Detail
- Driver Hours by Month Summary
- Driver Report
- Field Trips by School and Destination
- Invoice Info - Status of Sent
- Invoice Info - Total Cost, Amt Pd, Amt Due
- Monthly Transportation Billing Report
- Outstanding Invoices by Funding Source
- Outstanding Receivables - Detail

Several reports that may be of interest are:
 Invoice Info - Shows Amount Paid and Amount Due.

Invoice Number	Trip Number	Values		
		Total Cost	Amount Paid	Amount Due
3481310F	100	\$56.47	\$0.00	\$56.47
	103	\$68.11	\$0.00	\$68.11
	104	\$231.05	\$231.05	\$0.00
	117	\$81.60	\$0.00	\$81.60
	18	\$35.78	\$0.00	\$35.78
	24	\$173.06	\$173.06	\$0.00
	37	\$230.01	\$0.00	\$230.01
	79	(\$8.32)	\$0.00	(\$8.32)
	86	\$86.13	\$0.00	\$86.13
	87	\$8.89	\$0.00	\$8.89
	89	\$74.81	\$0.00	\$74.81
	94	\$112.63	\$0.00	\$112.63
3481310F Total		\$1,150.21	\$404.11	\$746.10
3481310S	107	\$13.07	\$0.00	\$13.07

Receivables Report - provides a summary by location and by month of outstanding invoices

Requesting Location	Yr/Mon			
	2015/04	2015/05	2015/07	2015/08
0004 Conway High				
0028 Kingston Elementary				
302 Belville Elementary				
330 Northside High				
334 South Brunswick High			\$0.00	
335 South Brunswick Middle				
339 Town Creek Elementary				
348 West Brunswick High	\$140.79	\$0.00	\$2,552.29	\$946.25
Grand Total	\$140.79	\$0.00	\$2,552.29	\$946.25