

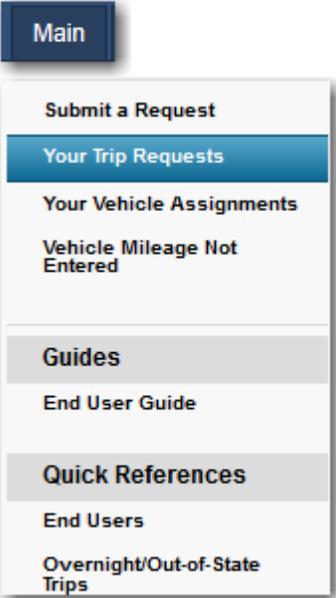
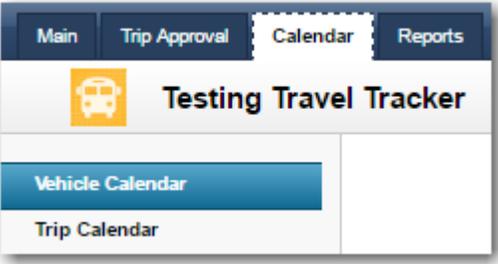


# Travel Tracker

by app-garden

## Quick Reference for Overnight/Out-of-State trips

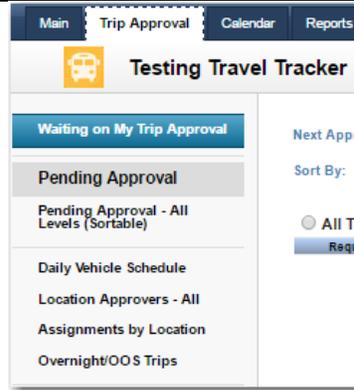
The person who creates the Board Report needs to be able to view the overnight/out-of-state trips. They have the ability to export the Overnight/Out-of-State trips to an Excel spreadsheet and then manage the data for presentation to the Board for approval.

<p>When the person who creates the board report 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 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.</p>	
<p>On the Calendar tab, you have the option to view the vehicle calendar and the trip calendar. For detailed instructions for these options, refer to the End User Guide and the End User Quick Reference.</p>	

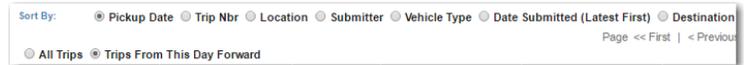
## Viewing overnight/Out-of-State trips

To view the Overnight/Out-of-State trips, click on the Trip Approval tab. Any trips awaiting your approval will be listed.

To approve or Deny an Overnight/Out-of-State trip, you must be listed in the location tables as the Overnight/Out-of-State Approver.



You have several options for sorting the trips.



To see the details of the trip, click anywhere in the trip information to open the trip request.

Requesting Location:

Requestor Information	Trip	Pickup/Return	Type	Vehicles	Next Approver Needed
348 West Brunswick High appteach1@gmail.com 9/24/13 4:14 PM	34 Pending CO Approval	10/17/13 7:00 AM 10/17/13 7:00 PM	Field Trip Myrtle Beach Convention Center	1	apggcurr1@gmail.com

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 costs are calculated from the information that was entered in the trip request.

**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.

**Compute**

# Vehicles	1.00		
Round Trip Miles Per Vehicle	70.01		
Total Miles	70.01		
Cost Per Mile	\$1.50		
Additional Cost Per Mile	\$1.00		
Mileage Cost			\$175.02
Fuel Cost			\$0.00
# 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="28.00"/>	<input type="checkbox"/> Check here to retain driver hrs	
District-Wide Driver Rate	Standard		\$17.00
Driver Costs			\$476.00
# of Substitutes	<input type="text" value="0"/>		
Substitute Cost Per Substitute	90.00		
Substitute Costs		Computed	\$0.00
Standard Trip Fee			\$0.00
Other Costs			<input type="text" value="0.00"/>
Estimated Trip Cost		Computed	\$651.02
Cost Per Student		Paid by Student <input type="text" value="0"/>	Computed \$32.55

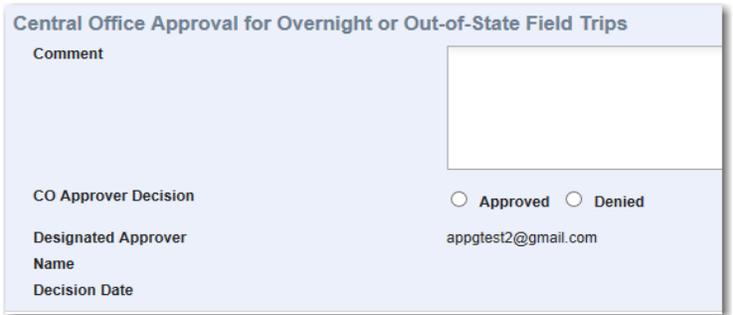
Scroll to the bottom to the Approval Section.

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.



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.

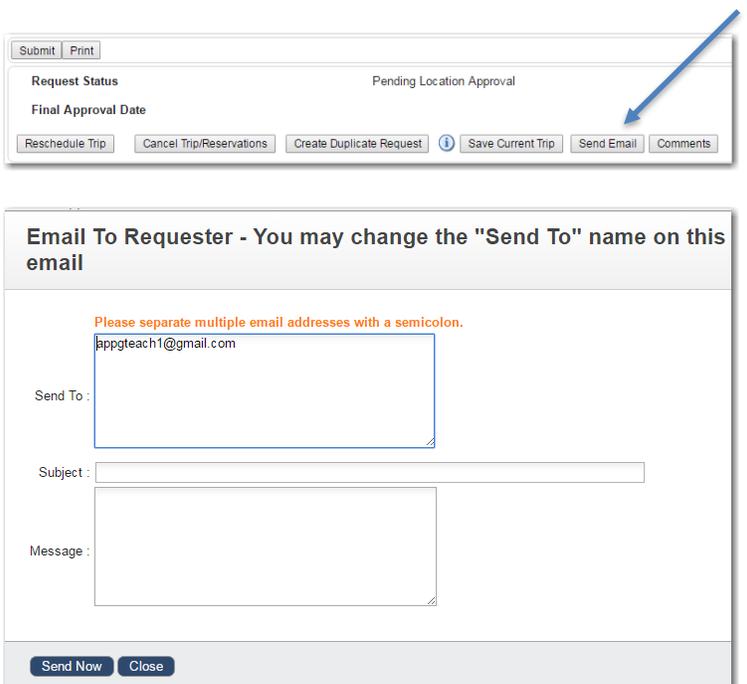


If you would like to email any information to the trip requester or anybody else associated with the trip, click on the Send Email button before you submit the request. This provides an easy way to communicate about the trip.

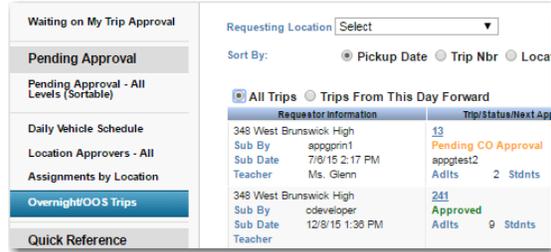
This will open a window where you can type a message to the trip requester. Their email is automatically shown in the Send To: box.

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.

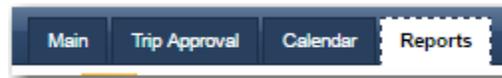


To see all the Overnight/Out-of-State trips regardless of the status, click on the menu option of Overnight/OSS Trips. This will show where in the approval process the trips are.



## Generating the Overnight Out of State Board Report

The Reports tab gives you the option to export data from the Travel Tracker application to an Excel spreadsheet.



Click on the Reports tab, make your selections and then click on Export to Excel.



Across the bottom of the spreadsheet are tabs. Select the Trips tab.



Put a check mark in the Status field and in the Overnight/Out of State field.



Click on the drop down arrow in the Overnight or Out of State column and select YES.



Click on the drop down arrow in the Status column and select pending CO approval.



Any trips that are Overnight/Out-of-State and are in a pending status will be listed.

Requesting Location	Trip Type	Trip #	Driver	Destination	Trip	Teacher/Advisor Name	Trip/Chaperones	Est Cost	Status	Sport	State	Count
348 West Brunswick High	Field Trip	523	02/23/2015	Chaper Inn	589.33			\$1,245.88	Pending CO Approval		Yes	1
			09/20/2015									
			02/20/2015									
			02/05/2015									
348 West Brunswick High	Field Trip	513	11/28/2015	348 West Brunswick High	0.00	Ms. Glenn	Trip	\$102.00	Pending CO Approval		Yes	1
			08/05/2015									
			11/28/2015									
			11/28/2015									
			12/02/2015									

Print the spreadsheet through Excel. Your name and date will automatically be printed on the Excel spreadsheet.

Printed By	CO1 Test
Date	10/16/13