



## Travel Tracker End User Guide

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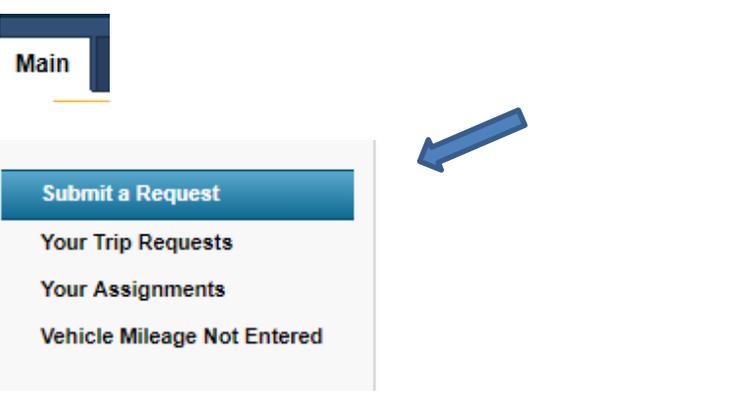
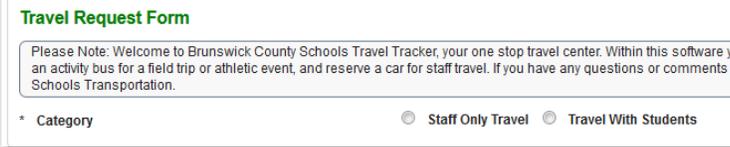
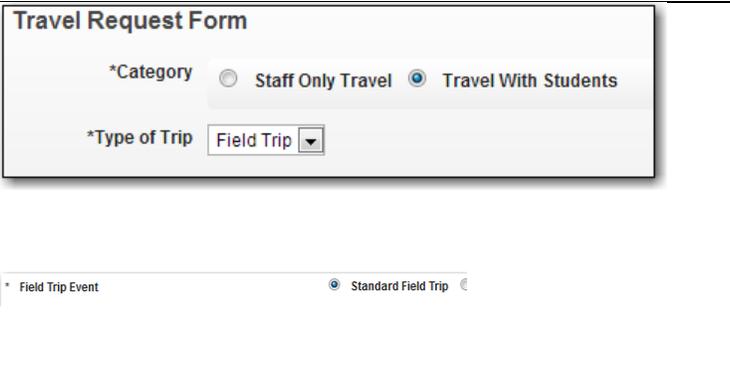
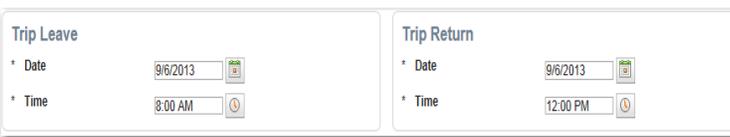
Arranging school field trips requires a substantial commitment of time. By automating the process of routing, tracking and reporting, the Travel Tracker can significantly reduce the amount of paperwork, the number of phone calls, and the volume of email.

The Travel Tracker is highly customizable. Your district can decide what sections they would like to include. This quick reference will show all the sections that are available.

### Submitting a request for a field trip

Login using your link for Travel Tracker. Your email address is your user name. Use the password that you created when you registered.

<b>Email address:</b>	<input type="text"/>
	Email address
<b>Password:</b>	<input type="password"/>
	Password
<input type="button" value="Sign in"/>	

<p>To submit a request, click on the Main tab.</p> <p>Click on "Submit a request"</p>	
<p>Your district will include any pertinent information for you to review at the top of the request.</p>	
<p>Select Travel with students. Click on the drop-down box and choose the trip type of Field Trip.</p> <p>Note – Any field designated with an * is a required field.</p> <p>Your district has the option to add customized field trip events. The default will be a Standard Field Trip.</p>	
<p>Click on calendar and select trip leave date. Click on clock and select trip leave time. The Trip return date will auto-fill with the same date as the trip leave date. If the trip will be an overnight trip, click on the calendar and select the correct return date. Click on the clock and select trip return time.</p>	
<p>Is the trip overnight, out-of-state or extended day? Note: This question can be customized by your district and may be worded differently. This is an example of how it may read.</p> <p>Is the trip Out of County?</p>	

<p><b>**Note – out of state, overnight and out of county trips may require additional levels of approval. Depending on how your system is configured, there may be a certain number of lead days required for an overnight/out of state trip.</b></p>				
<p>In the comments box provide any pertinent comments about this trip that approvers or drivers would need to know.</p>	<p>Comments Enter any comments pertinent to this trip. This information will be available to the driver on the trip ticket.</p> <p>We will be stopping at McDonald's for dinner</p>			
<p>Click the dropdown box and select your school or department or type a keyword in the School/Dept to return a list with that keyword. <b>**This is very important as this determines the field trip approver for routing.</b></p>	<p>* Your School/Dept </p>			
<p>Your district has the option to include a question about requiring a substitute and a question about health concerns.</p>	<p>Do you need a substitute? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Do you have students with physical or health concerns? <input type="radio"/> Yes <input type="radio"/> No</p>			
<p>Select your main destination from the dropdown menu. You can also type a keyword in the destination to return a list with that keyword. Common destinations are in a table created by your Transportation Dept.</p> <p>If your destination is not listed, scroll to the bottom of the list and choose other (or type Other). Note that if you type an address or location in this box, Google Maps will display matching locations. You can either click on one of the matching locations or continue to type in the address.</p> <p>Stops on the way there and stops on the return trip can be added to the trip by clicking on the “Add Stop on the Way” and “Add Stop on the Return” buttons.</p>	<p>* Main Destination   <small>If your destination is not found, scroll to bottom of the list, choose Other and enter the name and/or address of your destination in the space provided.</small></p> <p>Stops on the Way There <input type="button" value="Add Stop on the Way"/></p> <p>Stops on the Return trip <input type="button" value="Add Stop on the Return"/></p> <p>* Approximate Number of Miles Round Trip <input type="text"/> <input type="button" value="Calculate/Get Directions"/></p> <p>* Main Destination   Destination Not Listed <table border="1" data-bbox="1166 1432 1474 1495"> <tr><td>111 Main</td></tr> <tr><td>111 North Main Street, Summerville, SC, USA</td></tr> <tr><td>111 West Main Street, Durham, NC, USA</td></tr> </table></p> <p><input type="button" value="Add Stop on the Way"/> <input type="text" value="Search common destinations or enter address"/> <input type="button" value="X"/></p> <p><input type="button" value="Add Stop on the Return"/> <input type="text" value="Search common destinations or enter address"/> <input type="button" value="X"/></p>	111 Main	111 North Main Street, Summerville, SC, USA	111 West Main Street, Durham, NC, USA
111 Main				
111 North Main Street, Summerville, SC, USA				
111 West Main Street, Durham, NC, USA				

A common destination can be selected by clicking on the search icon. From the Select a common destination window, select the destination and then select OK. If the location is not a common destination, the address can be typed in.

Multiple stops on the way and on the return can be added. Stops can be re-ordered using the yellow up and down arrows. Stops can be removed using the X.

Click on the Calculate/Get Directions button to fill in the mileage. If the mileage does not calculate, enter the approximate mileage in the box. This is a required field.

Directions can be printed for both the Outbound and Inbound trip by clicking on the directions icons.

If the destination that you have entered, calculates a mileage that is more than 500 miles, you will get a message when you submit your trip. If the destination and the mileage are correct, click on OK. If the destination and mileage are not correct, click on Cancel and adjust your destination.

<p>Enter any special instructions to be included on the permission slip. The permission slip can be printed once the trip has been approved and will pre-fill all of the trip information, including these comments, on the permission slip.</p>	<p>Special Instructions for Permission Slip These are instructions specific to this field trip that will be displayed in a special area on the permission slip.</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>																					
<p>Your district has the option to require a funding source for field trips. If additional funding applies such as EC or Title1, select the dropdown box and choose an option. This selection will automatically fill in the budget code and the funding approver.</p>	<div style="border: 1px solid gray; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Funding Source #1</td> <td style="width: 30%;"><input type="text" value="Select"/></td> <td style="width: 10%;">Budget Code</td> </tr> <tr> <td>Funding Source Desc</td> <td></td> <td>Budget Code Desc</td> </tr> <tr> <td>Funding Approver</td> <td></td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Funding Source #2</td> <td><input type="text" value="Select"/></td> <td>Budget Code</td> </tr> <tr> <td>Funding Source Desc</td> <td></td> <td>Budget Code Desc</td> </tr> <tr> <td>Funding Approver</td> <td></td> <td></td> </tr> </table> </div>	Funding Source #1	<input type="text" value="Select"/>	Budget Code	Funding Source Desc		Budget Code Desc	Funding Approver						Funding Source #2	<input type="text" value="Select"/>	Budget Code	Funding Source Desc		Budget Code Desc	Funding Approver		
Funding Source #1	<input type="text" value="Select"/>	Budget Code																				
Funding Source Desc		Budget Code Desc																				
Funding Approver																						
Funding Source #2	<input type="text" value="Select"/>	Budget Code																				
Funding Source Desc		Budget Code Desc																				
Funding Approver																						
<p>Indicate if funds are needed to be paid to a third party (such as for admission into the venue etc.).</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>Are funds payable to a third party? <input type="radio"/> Yes <input type="radio"/> No (Does venue require payment prior to trip?)</p> </div>																					
<p>If you selected “yes” for funds to be paid to a third party a window will appear for you to enter the amount, payment option, payee name, address and comments.</p> <p>This will give your bookkeeper the information she needs to process a check if needed and either mail it to your venue prior to the actual trip date or have it ready for you to pick up. The person designated at your location as the bookkeeper will automatically receive an email with this information as well as a reminder.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>Are funds payable to a third party? <input checked="" type="radio"/> Yes <input type="radio"/> No (Does venue require payment prior to trip?)</p> <p>Amount of Payment <input type="text"/></p> <p>Payment Option</p> <ul style="list-style-type: none"> <li><input type="radio"/> Mail Check</li> <li><input type="radio"/> School System Credit Card</li> <li><input type="radio"/> Will Pick Up Check</li> </ul> <p>Purchase Order/Requisition Nbr <input type="text"/></p> <p>Payment Due To</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 100%;">Name</td></tr> <tr><td>Address</td></tr> <tr><td>City / State / ZIP</td></tr> </table> <p>Comments Concerning Payment</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> </div>	Name	Address	City / State / ZIP																		
Name																						
Address																						
City / State / ZIP																						
<p>Type in the name and phone number of the Teacher, Advisor or Staff member that will be chaperoning the trip. If the emergency contact information is different, include the emergency contact name and phone number.</p>	<div style="border: 1px solid gray; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">* Teacher / Advisor / Staff Name</td> <td><input type="text"/></td> </tr> <tr> <td>* Teacher / Advisor / Staff Phone #</td> <td><input type="text"/></td> </tr> <tr> <td>Emergency Contact Info</td> <td><input type="checkbox"/> Same as Teacher / Advisor / Staff</td> </tr> <tr> <td>* Emergency Contact Name</td> <td><input type="text"/></td> </tr> <tr> <td>* Emergency Contact Phone #</td> <td><input type="text"/></td> </tr> </table> </div>	* Teacher / Advisor / Staff Name	<input type="text"/>	* Teacher / Advisor / Staff Phone #	<input type="text"/>	Emergency Contact Info	<input type="checkbox"/> Same as Teacher / Advisor / Staff	* Emergency Contact Name	<input type="text"/>	* Emergency Contact Phone #	<input type="text"/>											
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Emergency Contact Info	<input type="checkbox"/> Same as Teacher / Advisor / Staff																					
* Emergency Contact Name	<input type="text"/>																					
* Emergency Contact Phone #	<input type="text"/>																					

<p>Indicate the grade levels making the trip as well as educational objectives.</p>	<p>* Grade Level(s) Making Trip <input type="checkbox"/> All <input type="checkbox"/> Pre-K <input checked="" type="checkbox"/> K <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3</p> <p>* Educational Objective for Field Trip</p>
<p>Complete the number of male/female students and adults attending the trip.</p> <p>Please make note of your district requirements for adult/student ratios for each trip.</p>	<p>Number of Individuals Making Trip</p> <p>* Male Adults on Field Trip <input type="text"/></p> <p>* Female Adults on Field Trip <input type="text"/></p> <p>* Male Students <input type="text"/></p> <p>* Female Students <input type="text"/></p> <p>Need 1 adult(s) for 20 or more students. Need 1 adult(s) for every additional 15 students.</p>
<p>Will students be away at lunch and if so will a bag lunch be required? If Yes is answered, this will automatically notify the system designated individual which would typically be the cafeteria manager. If packed lunches are required, you should verify the exact number with your cafeteria contact prior to the trip.</p>	<p>* Will the students be away from school during lunch? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* If so, will these students need packed lunches? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Bagged lunches have been requested for this field trip. Approximately 20 students will be on this trip. Please contact teacher Ms. Glenn to verify the number of lunches needed.</p>
<p>Your district has the option to include additional customized questions on the trip request. The questions may require a Yes/No answer or a text answer.</p>	<p>Additional Information</p> <p>Question 1? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Question 2? <input type="text"/></p>
<p>Indicate if you need to reserve vehicles. This question may be worded differently for each district.</p>	<p>Vehicles Needed</p> <p>* Do you need to reserve vehicles? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>The pickup date and time boxes will auto fill based on your initial selections. <b>If you are picking up the bus earlier or will be dropping it off later than the times listed, please adjust these times.</b></p> <p>Click on the dropdown box to select the type(s) of vehicles needed– yellow bus, activity bus, charter bus, car, etc. If you need additional types of vehicles or have other vehicle</p>	

comments, please include these in the comment box below.

Enter the number of vehicles needed. If your district has specific vehicle guidelines, they will be listed here.

Indicate if a lift is needed.

Indicate if there are any special needs for this trip.

If the question “Do you need a driver assigned?” has been activated on your system, you will be required to answer Yes or No. You will also have a comment box where you can note any vehicle driver information.

The vehicle owner for your location will be listed.

Your district has the option to add a section to the Vehicles Needed section of the trip request to indicate if a trip is drop-off or pick-up only.

Your district has the option to add a Venue Arrival and Departure date and time. The arrive and depart venue date will auto-fill with the same date as the trip date. Click on the clock to select the arrive and depart venue time.

“Will you be using external transportation?” refers to transportation other than a school owned vehicle such as parent vehicles or chartered transportation. The default for this question is No.

If you would like to get an estimate of what your trip will cost and the cost per students, click on the arrow next to Trip Estimator.

The fields that are outlined with a box are fields that you can input data. The other fields are calculated from the information that you have already entered in the trip request.

Click on the Compute button to compute the estimated cost of the trip.

▼ 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.

**Compute** **Print Trip Estimate Only**

Complete all required fields before computing

Trip Nbr: [ ] Leave Date/Time: 9/19/18 7:15 AM Approx Mi Round-Trip: 89.72  
 Nbr Vehicles Needed: 1 Return Date/Time: 9/19/18 2:15 PM Destination: 0004 Conway High

# Vehicles	1.00	
Round Trip Miles Per Vehicle	89.72	
<b>Total Miles</b>	89.72	
Cost Per Mile	\$10.00	
Additional Cost Per Mile	\$0.50	
<b>Mileage Cost</b>		\$942.06
<b>Fuel Cost</b>		\$89.72
# of Students	.20	
Venue Cost Per Student	<input type="text" value="0.00"/>	
<b>Venue Cost</b>		\$0.00
Driver Hours Per Driver	<input type="text" value="7.00"/>	<input type="checkbox"/> Check here to retain driver hrs
District-Wide Driver Rate	<input type="text" value="Standard"/>	\$10.00
<b>Driver Costs</b>		\$70.00
# of Substitutes	<input type="text" value="0"/>	
Substitute Cost Per Substitute	90.00	
<b>Substitute Costs</b>	Computed	\$0.00
<b>Standard Trip Fee</b>		\$30.00
<b>Other Costs</b>	<input type="text" value="0.00"/>	
<b>Estimated Trip Cost</b>	Computed	\$1,131.78
Cost Per Student	Paid by Student <input type="text" value="0"/>	Computed \$56.59 <b>Compute</b>

Read the conditions set forth by your school district and check “Yes” to certify that you have read, understand and accept the trip responsibilities.

**Field Trip Acceptance of Responsibility**

By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following

1. Possess a current/valid Driver's License for the vehicle you will be driving
2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle
3. You will obey all traffic laws while operating the vehicle
4. You will not "text" or operate any device that may distract you while driving the vehicle
5. Properly authorized use of a BCS vehicle for official travel
6. Will only transport authorized passengers for the purpose of official travel
7. The lift is to be operated only for wheelchairs.
8. Buses must come back in good condition in order to avoid additional charges.

\* I have read and understand the information above.

Yes  No

If you would like to include any supporting documents with your trip request, you can include them here. 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.

**Supporting Documents**

No file chosen

File Type

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Supporting Documents

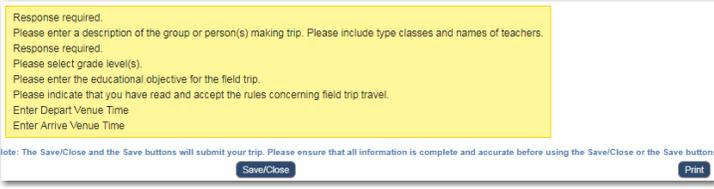
No file chosen

File Type	Size	File Name	Created On
application/msword	1 KB	TripInformation.doc	9/28/18 12:02 PM

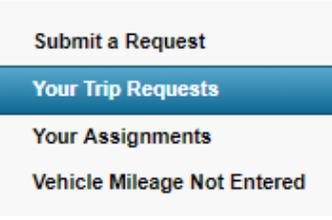
Test of message above submit button

If you would like a hard copy of your request, click on the Print button.



<p>Click on Save/Close or Save to submit your trip request.</p> <p><b>NOTE: An incomplete trip request cannot be submitted.</b></p>	
<p>If there are any items on the form that have not been filled in correctly, you will see messages above the Save/Close button. Scroll up through the form to find the errors and correct. Click on Save/Close. <b>If all the incorrect items have not been fixed, the trip will not be submitted.</b></p>	
<p>You will see the message briefly that the trip request has been saved as well as the trip number that was assigned.</p>	

## Follow your request through the approval process

<p>Go to the “Main” tab</p>	
<p>Select “Your Trip Requests”</p>	

Check the status of your trip request by viewing the second column. You will be able to see at any point who the request is waiting on for approval. If the trip has been approved the status will show "Approved".

If an approver has a question about the trip, they can add a comment without approving the trip. If there is a yellow comment icon, move your mouse over the icon to see the comment.

If a vehicle has been assigned, you will see it in the vehicle assignment column.

Requestor Information	Trip/Status/Next Approver	Pickup/Return	Type
348 West Brunswick High appgtech1 Submitted 10/29/14 11:23 AM	385 Approved	12/8/14 9:00 AM 12/8/14 5:00 PM	Field Trip Brunswick County Food Bank
348 West Brunswick High appgtech1 Submitted 11/12/14 1:57 PM	386 Pending Location Approval	12/15/14 12:00 PM 12/15/14 5:00 PM	Field Trip 307 Brunswick County Early College

Requestor Information	Trip/Status/Next Approver	Pickup/Return
348 West Brunswick High Sub By appgtech1 Sub Date 8/17/18 11:57 AM Teacher	404 Pending Location Approval appgprin1 Adults 2	7/11/18 8:00 AM 7/11/18 5:00 PM

Comments: Need more info about the stops.

Requestor Info	Trip	Pickup/Return	Type	Need	Current Owner	Vehicle Assignments
348 West Brunswick High appgtech1@gmail.com 8/29/13 1:21 PM	12 Approved	9/8/13 8:00 AM 9/8/13 12:00 PM	Field Trip Brunswick Community College, 2050 Enterprise Drive Northeast, Leland, NC 28451, USA	1	appgowner@gmail.com	8049 348 West Brunswick High

You have several options for sorting your requests and you have a print button to print out a list of your trip requests.

Submitter: appgtech1@gmail.com

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

When vehicles or drivers have been assigned to your trip, we call this an "assignment".

To see all of your assignments, click on Your Assignments on the Main Menu. The screen gives you several options for sorting your reservations. If there is more than one vehicle assigned to a trip, you will see all vehicles listed.

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

Submit a Request  
Your Trip Requests  
**Your Assignments**  
Vehicle Mileage Not Entered

Submitter: appgtech1@gmail.com

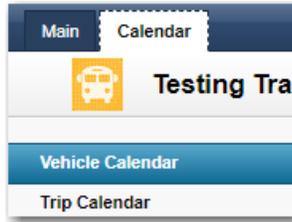
All Trip Dates  Trips From This Day Forward

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

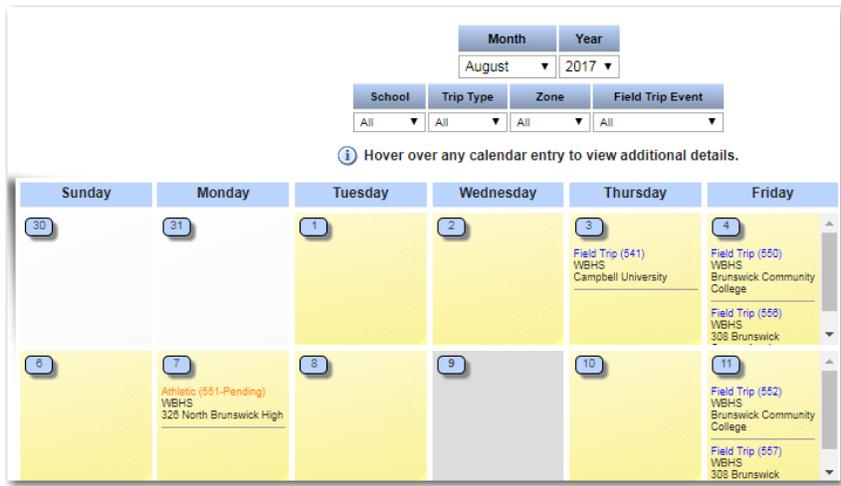
Trip Nbr/Req Loc	Pkup/Return	Type
Trip# 22906 Req Loc 342 Virginia Williamson Elementary Sub By appgtech1	8/29/18 8:15 AM 8/29/18 6:15 PM Yr/Wk 2018-35	Dest Zone
Trip# 22820 Req Loc 348 West Brunswick High Sub By appgtech1	8/31/18 4:00 AM 8/31/18 8:45 AM Yr/Wk 2018-35	Dest Zone

## Using the Calendar

You may also view your trip using the calendar view. The calendar is district wide. This allows users to look ahead and determine potential dates for scheduling a trip.



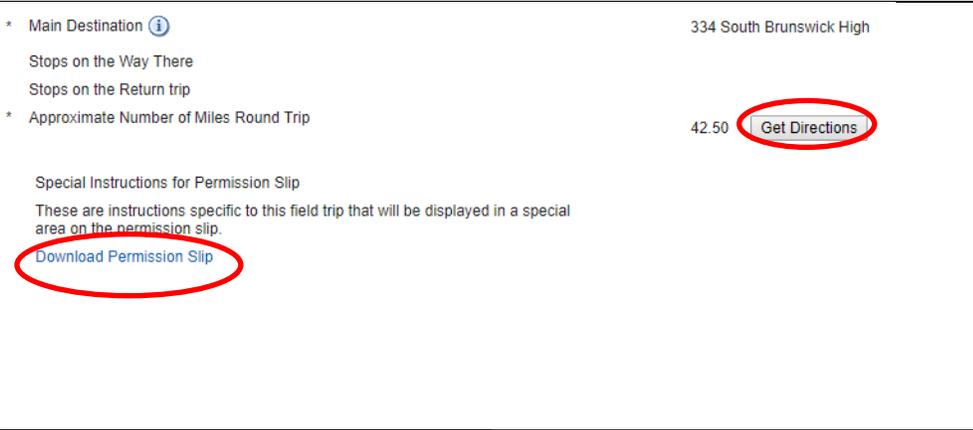
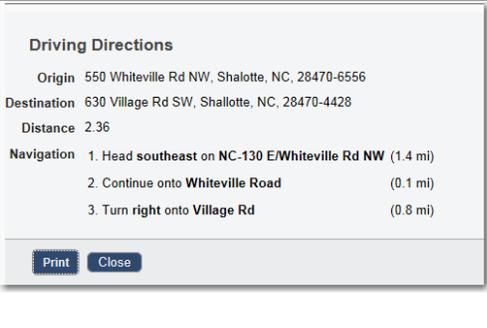
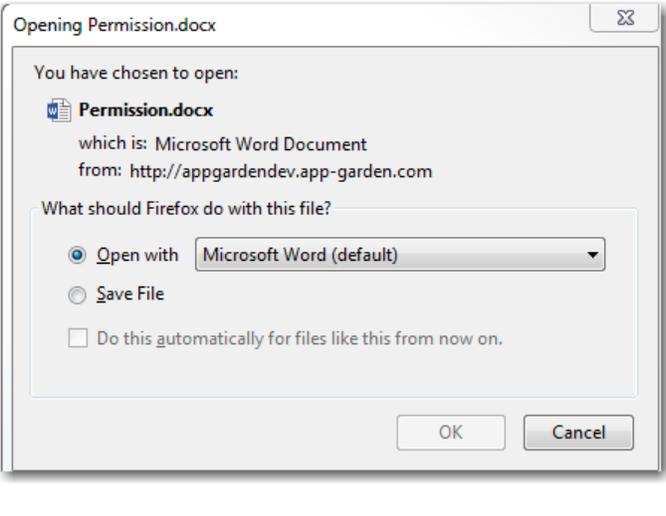
The trip calendar can be sorted by Month, School, Trip Type, Zone and Field Trip Event by clicking on the dropdown arrow. Trips that are in orange are pending trips. Trips that are in blue have been approved. If a date has been blocked, it will show in red at the top of the list for that day. If there are more trips than can be seen on a particular day, there will be a scroll bar for that day and you will need to scroll to see all the trips.



Hovering over the calendar entry will display detailed information about the trip.



## Printing Permission Slips and Directions

<p>Once a trip has been approved, a permission slip and trip directions can be printed. From the menu options select “Your Trip Requests”. Click anywhere on the trip. Scroll to the section of the form where the Destination information is located.</p>	 <p>* Main Destination ⓘ 334 South Brunswick High</p> <p>Stops on the Way There</p> <p>Stops on the Return trip</p> <p>* Approximate Number of Miles Round Trip 42.50 <b>Get Directions</b></p> <p>Special Instructions for Permission Slip</p> <p>These are instructions specific to this field trip that will be displayed in a special area on the permission slip.</p> <p><b>Download Permission Slip</b></p>
<p>Click on the Get Directions button to print out the directions to your destination. Click on the Print button to print the directions. Click on Close to close the window.</p>	 <p><b>Driving Directions</b></p> <p>Origin 550 Whiteville Rd NW, Shalotte, NC, 28470-6556</p> <p>Destination 630 Village Rd SW, Shalotte, NC, 28470-4428</p> <p>Distance 2.36</p> <p>Navigation</p> <ol style="list-style-type: none"> <li>1. Head southeast on NC-130 E/Whiteville Rd NW (1.4 mi)</li> <li>2. Continue onto Whiteville Road (0.1 mi)</li> <li>3. Turn right onto Village Rd (0.8 mi)</li> </ol> <p><b>Print</b> <b>Close</b></p>
<p>To print the permission slip, click on Download Permission Slip button. You will have a Spanish Version download button if your district has elected to provide a Spanish version of the permission slip.</p> <p>Depending on the Internet browser that you are using, the permission slip document may be in your download folder or a window like the one to the right may open.</p>	<p>Please click the button below to download the permission slip for this trip. This may take a few seconds. If you are using the Internet Explorer browser, use the "Save" option - otherwise you can use the "Open" option.</p> <p><b>Download Permission Slip English Version</b> <b>Download Permission Slip Spanish Version</b></p>  <p>Opening Permission.docx</p> <p>You have chosen to open:</p> <p><b>Permission.docx</b> which is: Microsoft Word Document from: http://appgardendev.app-garden.com</p> <p>What should Firefox do with this file?</p> <p><input checked="" type="radio"/> <b>Open with</b> Microsoft Word (default)</p> <p><input type="radio"/> <b>Save File</b></p> <p><input type="checkbox"/> Do this automatically for files like this from now on.</p> <p><b>OK</b> <b>Cancel</b></p>

The permission slip is in a format that can be edited by Word. If you receive a security message when you open the document, click on Enable Editing

This portion of the permission slip has been created from the trip request. If you added additional information in your trip request, it will be listed here for the English version but not for the Spanish version. We do not want to rely on an automatic translator to accurately translate the information into Spanish.

You can add cost information to the permission slip and then print it using the Word print function.

The permission slip was designed so that the parents can keep the top half and return the bottom half.

**Protected View** This file originated from an Internet location and might be unsafe. Click for more details. [Enable Editing](#)

**Demo Travel Tracker**  
**PERMISSION SLIP FOR FIELD TRIP**  
**326 North Brunswick High**

Destination:	334 South Brunswick High	Teacher Name:	
Departure:	08/31/2018 09:00:00 AM	Return:	08/31/2018 03:00:00 PM
Mode of Transportation:	Activity Bus		
Additional Information:			

Admission Cost: \$ \_\_\_\_\_ Miscellaneous Cost \$ \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

*Please fill in the bottom portion and return to school with any payment indicated above*

I, the parent or guardian of the student named below, give my permission for my child to participate in the field trip described above.

Name of Student: <i>(Please Print)</i>				DOB:	
Name of Parent/Guardian: <i>(Please Print)</i>					
Parent/Guardian Physical Address:					
Parent/Guardian contact numbers: (home):	(h):	(w):	(cell):		
Alternative emergency contact name:				Relationship to child:	
Alternate emergency contact phone #'s:	(h):	(w):	(cell):		

Health Insurance Information (including company and policy/group information): \_\_\_\_\_

## How to Cancel a Trip

Go to the Main menu and select Your Trip Requests. Use the sort options to find the trip that you want to cancel.

Submit a Request

**Your Trip Requests**

Your Assignments

Vehicle Mileage Not Entered

Guides

End User Guide

Quick References

End Users

Submitter: appgtech1@gmail.com [Print](#)

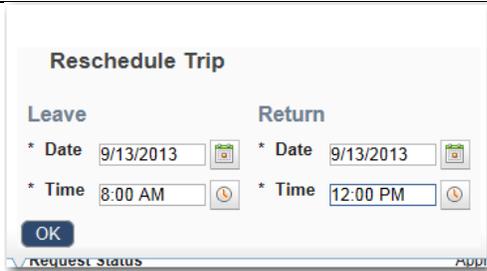
Sort By:  Pickup Date  Trip Nbr  Location  Vehicle Type  Date Submitted (Latest First)

All Trips  Trips From This Day Forward

Requestor Information	Trip/Status/Next Approver	Leave/Return
342 Virginia Williamson Elementary Sub By appgtech1 Sub Date 8/15/18 8:36 AM	22906 Approved Adlts Not Found Stds Zone 02	8/29/18 8:15 AM 8/29/18 6:15 PM
348 West Brunswick High Sub By appgtech1 Sub Date 2/26/18 11:18 AM Teacher x	22757 Pending Location Approval appgath1 Adlts 2 Stds 20 Bid id Not Found Zone Zone 01	8/30/18 4:30 AM 8/30/18 7:45 AM

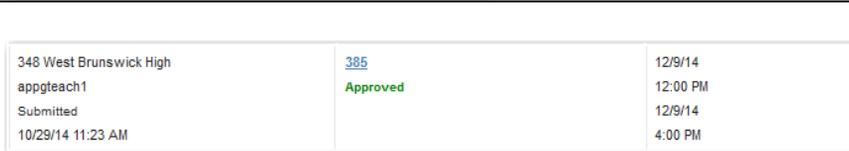


You will enter the new leave date and time along with the new return date and time. Click on OK.



The dialog box is titled "Reschedule Trip". It has two columns: "Leave" and "Return". Under "Leave", there is a date field with "9/13/2013" and a time field with "8:00 AM". Under "Return", there is a date field with "9/13/2013" and a time field with "12:00 PM". There are small calendar and clock icons next to the date and time fields. At the bottom left is an "OK" button.

If the trip has already been approved, the trip will not need to go back through the approval process but anybody who originally approved the trip will get an email informing them of the change. If a vehicle had been assigned, it will be deleted and the vehicle owner will need to assign a new vehicle.



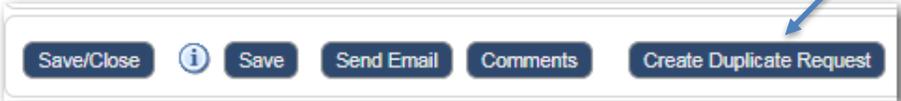
348 West Brunswick High	385	12/9/14
appgteach1	Approved	12:00 PM
Submitted		12/9/14
10/29/14 11:23 AM		4:00 PM

### How to Create a Duplicate Trip Request

If you have several trips to schedule that contain the same information but occur on different dates and times, you can use the "Create Duplicate Request" option. This is very helpful for athletic coaches who are scheduling sporting events and allows you to quickly duplicate trips and make minor changes such as the date and destination on each on.

If you know that you will want to create several trips that contain the same information but occur on different dates when you create the first request, click on Save rather than Save/Close. The trip request will be saved but will not close so that it is fast and easy to duplicate the trip.

After you click on Save, scroll down to the bottom of the trip request and click on Create Duplicate Request.



A new trip number will be created with everything the same as the trip that you duplicated except that the date and time needs to be filled in. After you make the changes to any of the other information, click on Save and then you can click on Create Duplicate Request again.

The screenshot shows two sections: 'Trip Leave' and 'Trip Return'. Each section has a 'Date' field with a calendar icon and a 'Time' field with a clock icon.

If the trip request has already been submitted, go to the Main menu and select Your Trip Requests. Use the sort options to find the trip that you want to duplicate.

The screenshot shows the 'Testing Travel Tracker' main menu. It includes a 'Main' menu, a 'Submit a Request' button, a 'Your Trip Requests' button, a 'Submitter' dropdown menu (set to 'appgtech1@gmail.com'), a 'Print' button, and a 'Sort By' section with radio buttons for 'Pickup Date', 'Trip Nbr', 'Location', 'Submitter', 'Vehicle Type', and 'Date Submitted'.

Find your trip and select that trip by clicking anywhere on the line.

Submitter: appgtech1@gmail.com

Sort By: Trip Number

Requestor Info	Trip	Pickup/Return
348 West Brunswick High appgtech1@gmail.com 8/29/13 1:21 PM	12 Approved	9/6/13 8:00 AM 9/6/13 12:00 PM

Scroll to the bottom of the screen and select "Create Duplicate Request"

The screenshot shows a horizontal bar with several buttons: 'Save/Close', an information icon, 'Save', 'Send Email', 'Comments', and 'Create Duplicate Request'.

The trip will be assigned a new trip number. Enter the new leave date and time along with the new return date and time and make changes to any of the other information on the form. Click on Save to create the new trip request.

The screenshot shows the 'Trip Leave' and 'Trip Return' form fields with updated values. 'Trip Leave' has Date: 8/28/2014 and Time: 10:00 AM. 'Trip Return' has Date: 8/28/2014 and Time: 12:00 PM.

## How to Create Recurring Identical Trips

Recurring trips must be trips that are identical – including the same destination and times.

Fill in the Trip Leave and Trip Return date and time. You now have the option to create recurring trips using the calendar or using a date range.

Click on Recurring Trips Using Calendar. A calendar will pop open.

To select multiple dates, use the Ctrl key as you click on the dates. You can use the month scroll indicator at the top of the calendar to go to additional months and continue to Ctrl-click to select. As you select the dates, they will highlight on the calendar. If you need to unselect a date that is already highlighted, click on the Ctrl key and click on the date. Click on the Accept button.

If you select a date that has been blocked for trips, you will receive a message instructing you to deselect that date.

All the dates that you have selected will be listed.

You can modify the dates listed by clicking on the Recurring Identical Trips Using Calendar button again. Ctrl-click to select or de-select dates. Click Accept.

If you put your mouse over the “i” next to the Recurring Identical Trips button, you will be able to read the instructions to create a recurring trip.

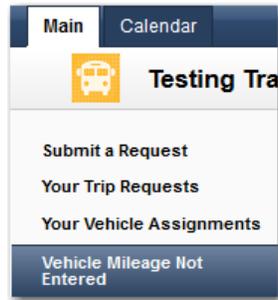
When you click on Recurring Trips Using Date Range, select your ending date and the day of the week and then click on Accept.

All the dates that occur on or before your ending date for the day of the week selected will be listed.

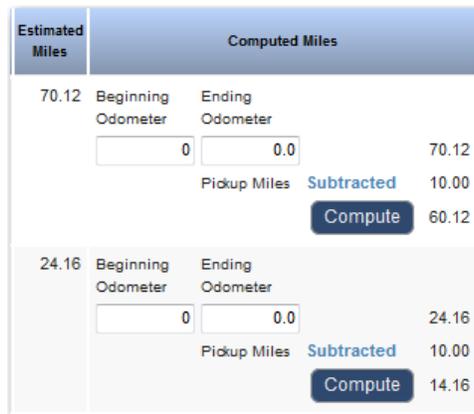
To make changes to this list of dates, click on the Recurring Trips Using Calendar button.

## How to Enter Mileage for a Completed Trip

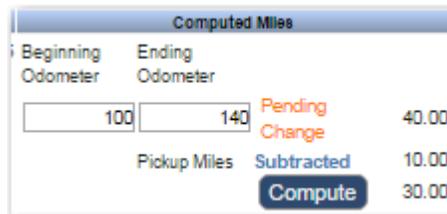
Go to the main tab and select Vehicle Mileage Not Entered. All the trips that you have scheduled that require mileage to be entered will be listed here.



From this screen, you can enter mileage for just one trip or for multiple trips. There will be a column for estimated mileage and beginning and ending odometer readings. Enter the beginning and ending odometer reading for one trip or multiple trips and then click on Compute for each trip.



The message **Pending Change** will be shown in the Computed Miles Column. This is an indication that the mileage that was entered will not be applied until the Confirm Changes button located at the top of the screen is clicked on. Once the Confirm Changes is clicked on, this trip will be removed from the Vehicle Mileage not Entered screen.



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

## Getting Help

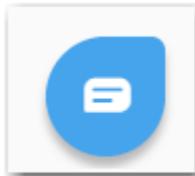
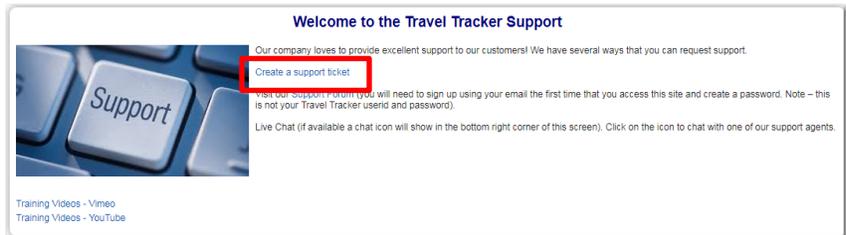
If the User Guide doesn't answer your questions, you can go to Travel Tracker Support. Click on [Support / Training Links](#) in the upper right-hand corner of the screen.

### Support / Training Links

From this screen, you can click on [Create a support ticket](#) or visit the [Support Forum](#).

You can also view training videos in either Vimeo or YouTube format.

Live Chat will appear in the lower right corner if available.



If you wish to submit a support ticket, please fill out the form completely so that the support agent has all the information they need to solve your problem. Provide as many details as possible to get the fastest resolution for your issue.

### Submit a ticket

Requester \*

Subject \*

School District \*

Phone Number \*

Product Area \*

Type \*

Provide a description of your problem/question so that we can help you better. Note that you can include screenshots in this area as well! \*

**B I U**

[+ Attach a file](#)

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