



# Travel Tracker

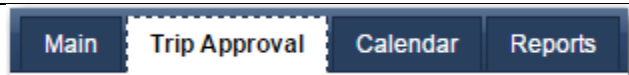
by app-garden

## Quick Reference for Other Approvers

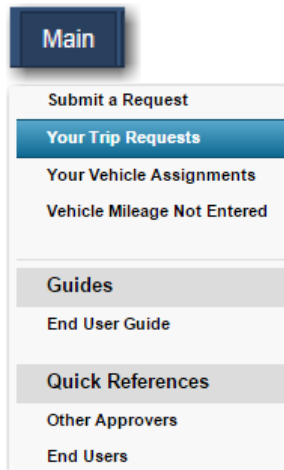
There may be multiple levels of approval required based upon options selected in the trip request such as special funding or overnight/out of state. The first level of approval is always the location level approval. This will be the person at each location designated to approve field trips at that location.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

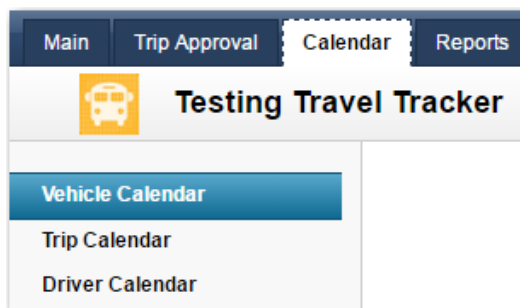
When an approver signs on, they have access to the tabs shown at the right.



On the Main tab, you can submit a trip request, view trip requests, view vehicle reservations 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.

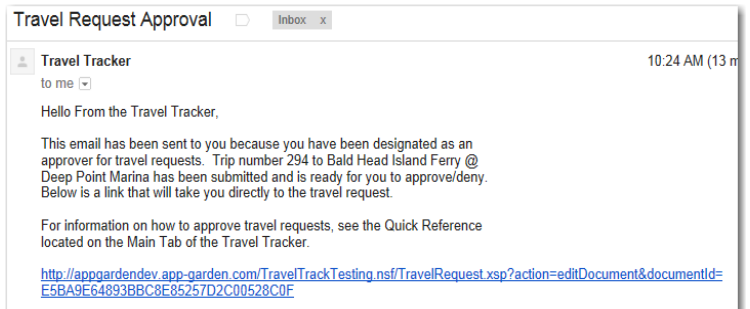


On the Calendar tab, you have the option to view the vehicle calendar, trip calendar and driver calendar. For detailed instructions for these options, refer to the End User Guide and the End User Quick Reference.



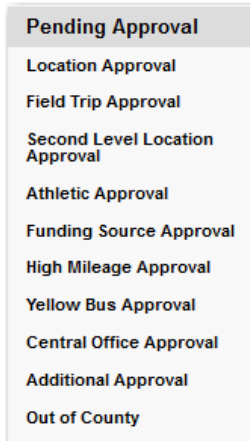
## Approving a Trip

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 along the way. 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.

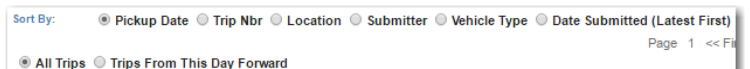


The second way is to access trips needing approval using the menus on the system.

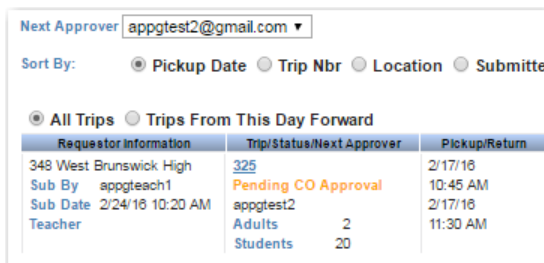
If you are an approver, when you sign in, the Travel Tracker will automatically open at the Trip Approval Tab. The first option will be Waiting on My Trip Approval. Depending on the type of Approver that you are, you will also see one of the menu options listed to the right



If you approve from the Waiting on My Approval option, a list of all the trips that are waiting for your approval will be listed. There are several options available 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.



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.

Approval for Out-of-County Trips

Comment

Out-of-County Decision  Approved  Denied

Designated Approver Name appglet3@gmail.com

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.

Approval for Out-of-County Trips

Comment

Out-of-County Decision Approved

Name appglet3@gmail.com

Decision Date Aug 6, 2014 5:26:21 PM

Submit Print

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

Yellow Bus Approval

Comment Need more info

Yellow Bus Approver Decision  Approved  Denied

Designated Approver Name appgyb1@gmail.com

Decision Date

348 West Brunswick High [410](#)

Sub By appgteach1 Pending Yellow Bus

Sub Date 8/29/16 12:22 PM Approval

Teacher appgyb1

Comments : 2

20

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

Submit Print

Request Status Pending Location Approval

Final Approval Date

Reschedule Trip Cancel Trip/Reservations Create Duplicate Request Save Current Trip Send Email Comments

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.

**Email To Requester - You may change the "Send To" name on this email**

Please separate multiple email addresses with a semicolon.

Send To :

Subject :

Message :

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

Email Audit Log:

Subject	Email Sent on:	Email Sent by	Email Sent To:
Level 8 Approver	04/11/2016	Principal2 Test	@gmail.com
Vehicle Assignment	04/11/2016	Owner1 Test	appgtech1@gmail.com

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*Note: A tooltip is shown for the 'Principal2 Test' entry: "This trip has been approved, @gmail.com"*

## Daily Vehicle Schedule

The Daily Vehicle Schedule option under the Approvers 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 Tickets for All to print the trip tickets for the specified dates.

Requesting Location:

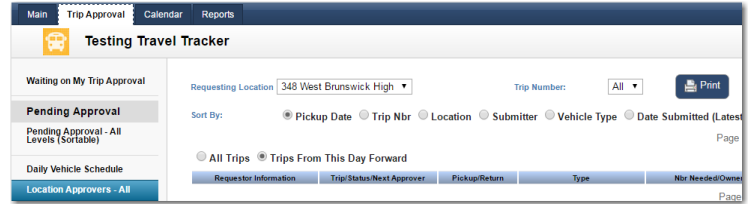
Start Date:  End Date:

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

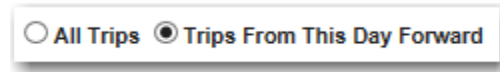
## Viewing all trips for a location

If you want to view all the trips for a 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 a 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.

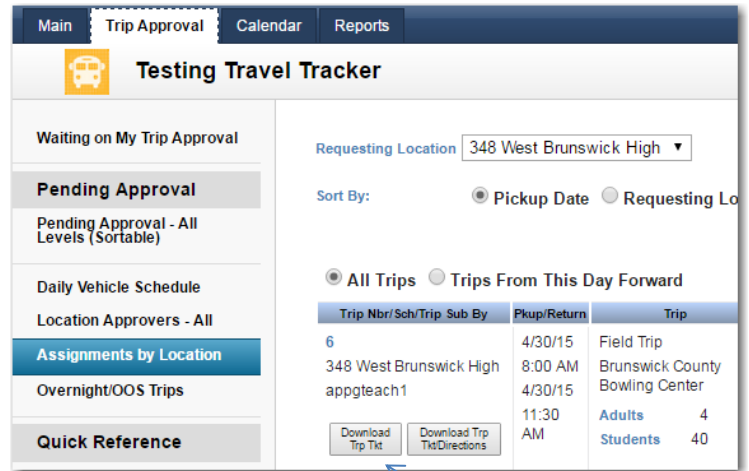


## Assignments by Locations

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

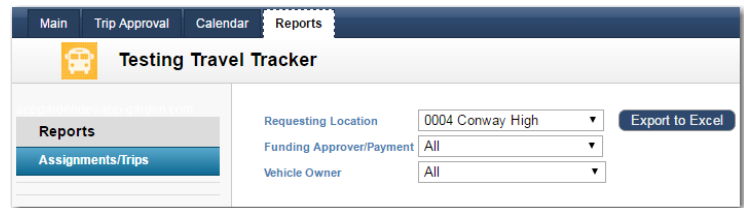
If your district has elected to use the Trip Ticket, you can download and print a Trip Ticket or Trip Ticker with Directions from here.

You have several options for sorting the trips.



# 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.

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

Filters On/Off, Mileage Difference

**Trip Assignments**

app-garden

Dates/Times  Teacher  Requestor  Destination  Driver Cost  Funding Source/Budget Code  
 Vehicle Info  All Miles  Driver Info  Yr/Man  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 Numbr	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 Y/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	\$5.00	\$0.00	\$169.80	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