



Travel Tracker

by app-garden

Quick Reference Transportation Administrators

Transportation administrators have the highest authority in the Travel Tracker application. They are responsible for setting up and maintaining the configuration options and the tables (See the Administrators Guide). They can do any approvals or override any bus assignments throughout the entire process. This will ensure that trips and assignments can be made if someone in the approval process is out of the office and an emergency approval is needed. Administrators will have additional tabs and options.

Approving a Trip

Under the Approvers Tab, the Transportation Administrator has the options to see any trips that require location or other approval. If a trip is waiting on an approval and the person responsible for that approval is unavailable, the transportation administrator has the authority to make that approval.

For example, if one of the Funding approvers is unavailable to approve their trips, the transportation administrator can click on Pending Funding Approval and see all the trips that are waiting for Funding Approval.

Approvers

Waiting on My Approval

- Pending Location Approval
- Pending Field Trip Approval
- Pending Field Trip Approval (Lev 2)
- Pending Athletic Approval
- Pending Funding Approval
- Pending High Mileage Approval
- Pending Yellow Bus Approval
- Pending CO Approval
- Pending Out of County Approval

Daily Vehicle Schedule

- Location Approvers - All
- Assignments by Location
- Funding Approvers - All
- Overnight/OOS Trips
- Athletic Assignments

On this screen, all the trips that are waiting for funding approval are listed. By clicking on the drop down arrow next to the Funding Approver, you can view trips for a particular funding approver.

Requestor Information	Trip/Status/Next Approver
348 West Brunswick High appgteach1@gmail.com 12/20/13 3:39 PM	157 Pending Funding Source Approval appgtest5@gmail.com
348 West Brunswick High appgteach1@gmail.com 9/12/13 4:20 PM	33 Pending Funding Source Approval appgtest6@gmail.com
348 West Brunswick High cdeveloper@cookconsulting.net 9/17/13 3:48 PM	43 Pending Funding Source Approval appgtest6@gmail.com
348 West Brunswick High cdeveloper@cookconsulting.net 9/17/13 3:45 PM	42 Pending Funding Source Approval appgtest6@gmail.com

Click on the trip number to open the trip request and then scroll down until you come to the approval section. If you are making the approval for somebody else, you can make a note of this in the comment section. Then, click on Approved or Denied. Once you have approved or denied the travel request, your email and the date and time will be listed in the approval section.

Funding Source Approval for Field Trips

Comment

Funding Approver Decision Approved Denied

Designated Approver Name: appgtest5@gmail.com

Decision Date

Funding Approver Decision: Approved

Name: cdeveloper@cookconsulting.net

Decision Date: Mar 5, 2014 1:17:31 PM

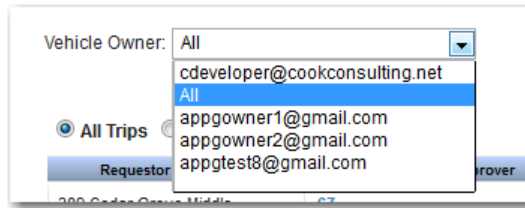
Assigning a Vehicle

Under the Vehicle Owners Tab, the Transportation Administrator has the option to see any trips that require a vehicle assignment. If transportation is listed in a school's table under the Vehicle Order of Assignment, those trips will show up under Pending Vehicle Assignment. If a trip is waiting on a vehicle assignment and the person responsible for that assignment is unavailable, the transportation administrator has the authority to make that assignment.

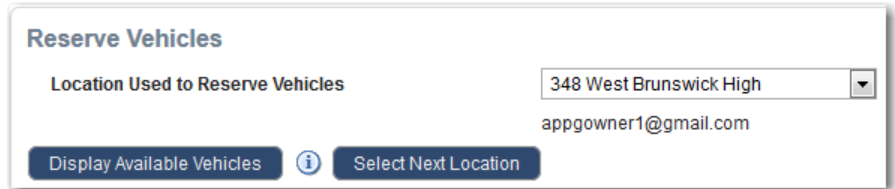
Vehicle Owners


- Trip Requests
 - Pending Vehicle Assignment
- Daily Vehicle Schedules
 - By Owner
 - By Requesting Location
- Vehicle Assignments
 - By Owner With Trip Ticket
 - By Owner Mileage Input
 - By Owner Mileage Needed
- Quick Reference
 - Vehicle Owners

To see any trips that require a vehicle assignment, click on Pending Vehicle Assignments. Trips can be sorted by vehicle owner.

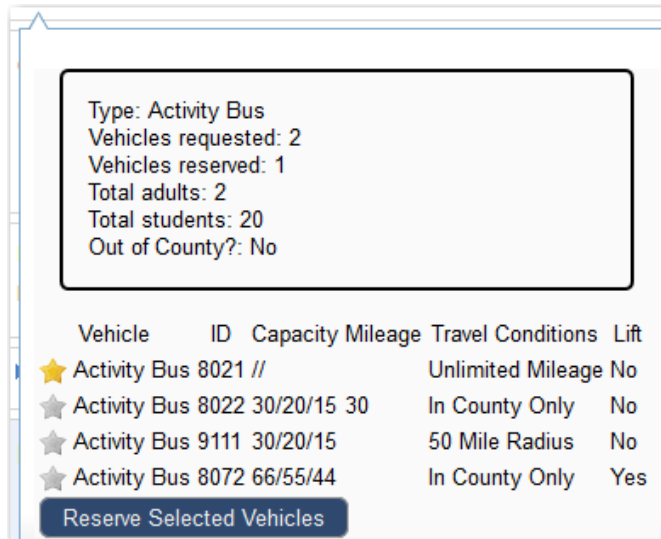


Click on the trip that needs a vehicle assignment and then scroll through the trip request form until you get to the Reserve Vehicles section. The location used to Reserve vehicles will be the requesting location or a next location as listed in the location table. The Transportation Administrator has the option to reserve a vehicle from any location. Click on the drop down arrow in the Location Used to Reserve Vehicle field to select a different location. Click on the Display Available Vehicles to see vehicles available at that location.



Note: Move the mouse over the  you will get additional info about assigning a vehicle with a lift when multiple vehicles are requested..

Select the vehicle that you wish to assign to the trip and then click on Reserve Selected Vehicle.



Trip Requests

The Trip requests tab gives the Transportation Administrator several options to view scheduled trips.

The Need Attention option will show any trips that will occur within 5 days and have not been approved or had vehicles assigned.

The Canceled Trip Option will show any trips that have been canceled. The Transportation Administrator can reinstate a trip that has been canceled. Open the trip request from the Canceled trip option, scroll to the bottom of the trip request and click on Reinstate Canceled Trip.

The No vehicles Available option will show any trips where vehicles are unavailable.

The Students Away During Lunch option will show all trips where students will be away during lunch.

The External Trans or Charter option will show trips that are using external transportation or a Charter.

Trip Requests

Need Attention!

By Location

By Status

By Date

By Trip Nbr

By Submitter

By Date Submitted

By Vehicle Type

Canceled Trips

No Vehicles Available

Students Away During Lunch

External Trans or Charter

Vehicle Assignments

The Vehicle Assignment tab gives the Transportation Administrator several options to view assigned vehicles.

The Need Attention option will show any trips that will occur within 5 days and have not had vehicles assigned.

Vehicle Assignments

Need Attention!

- By Pickup Date
- By Requesting Location
- By Submitter
- By Trip Nbr
- By Vehicle Location
- By Vehicle Number
- By Vehicle Owner
- By Invoice Status
- By Vehicle Type

Vehicle Mileage All Trips

Vehicle Mileage Not Entered

Maint/Adjustment/Invoice

The By Invoice Status option is a quick way for the Transportation Administrator to see invoices that are pending. Click on the drop down arrow next to invoice status and select Pending.

This will list out all the invoices that are waiting to be approved by the Transportation Administrator. From this screen, multiple invoices can be approved at one time without having to open each individual vehicle assignment. Click on the box next to Approved. The message **Pending Change** will appear. To confirm the change, click on the Confirm Changes at the top of the screen. The invoice will now have a status of Approved for Payment.

Invoice Status: **All**
 Approved for Payment
 Do Not Bill
 Paid
 Payment Sent
 Pending

Enter check number: vehicle assignments below as "Sent":

Enter reference number: ing vehicle assignments below as "Paid":

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

Actions	
Approved	<input checked="" type="checkbox"/> Pending Change
Sent	
Paid	
Inv	3341309F
Approved	<input checked="" type="checkbox"/> Pending Change
Sent	
Paid	
Inv	3421309FYB

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

If you open the vehicle assignment for an invoice that has been approved, the approvers email, the date and the time will be listed in the Payment Information section of the Vehicle Assignment.

Payment Information

Invoice Nbr **3481403A** 2014/03

Invoice Status	Approved By	Payment Sent By
<input type="radio"/> Pending <input checked="" type="radio"/> Approved for Payment <input type="radio"/> Payment Sent <input type="radio"/> Paid <input type="radio"/> Do Not Bill	appgtrans1@gmail.com 11/10/14 4:14 PM	
Check Nbr <input type="text"/>	Payment Comments for Person Responsible for Payment:	

The Vehicle Mileage All Trips and the Vehicle Mileage Not Entered options on the Vehicle Assignment tab provide a view that allows you to see the Estimated Miles, Beginning and Ending Odometer reading and the Computed miles without having to open the individual vehicle assignments. The Vehicle Mileage Not Entered will only show trips where the vehicle mileage has not been entered. To enter the vehicle mileage, enter a beginning and ending odometer reading and then click on the Compute button in the Computed Miles column.

Estimated Miles	Mileage			Approvals/Payments
33.25	Beginning Odometer	Ending Odometer	Computed Miles	Approved Sent
	<input type="text" value="0"/>	<input type="text" value="0"/>	33.25	Paid
	Pickup Miles Subtracted			
	<input type="button" value="Compute"/>			
24.17	Beginning Odometer	Ending Odometer	Computed Miles	Approved Sent
	<input type="text" value="0"/>	<input type="text" value="0"/>	24.17	Paid
	Pickup Miles Subtracted			10.00
	<input type="button" value="Compute"/>			14.17

After you hit Compute, you will see the message **Pending Change**. This will alert you that you need to click on Confirm Changes at the top of the page before you leave the page for the changes to take effect.

Beginning Odometer	Ending Odometer		
<input type="text" value="1,000"/>	<input type="text" value="1165"/>	Pending Change	165.00
Pickup Miles Subtracted			10.00
<input type="button" value="Compute"/>			155.00

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

School Finance

The School Finance tab is the view that the school bookkeeper sees. From the School Finance tab, the Transportation Administrator can view any invoices that have been approved for payment or see any trip requests that require a third party payment.

The screenshot displays the 'School Finance' interface. At the top, there is a 'School Finance' tab. Below it is a 'Pending Payment' section with a list of items: 'Trip Requests', 'Require Third Party Payment', 'Vehicle Mileage Not Entered', and 'Assignments for My School'. Below this list are 'Quick Reference' and 'School Secretaries' buttons. At the bottom, there is a 'Tips for Paying Invoices' section with a filter for 'Requesting Location' (set to 'All'), 'Invoice Status' (set to 'Approved for Payment'), and 'Date Sent' (set to 'All'). A 'Print' button is located to the right of the filters. Below the filters, there is a summary: 'Total Cost of Assignments Using Criteria Above: \$2,282.06' and 'Total Checked "Sent" Below: \$0.00'. A text input field for 'Enter check number to be used when marking vehicle assignments below as "Sent":' is present. At the bottom, there is a 'Confirm Changes' button and a warning: '**You must confirm your changes before you leave this page. **'

Finance Department

The Finance Department tab is the view that Finance sees. From the Finance Department tab, the Transportation Administrator can view any invoices where payment has been sent.

The screenshot displays the 'Finance Department' interface. At the top, there is a 'Finance Department' tab. Below it is a 'Pending Payment' section with a list of items: 'Trip Requests by Location', 'Trip Requests by Trip Nbr', and 'Vehicle Assignments'. Below this list are 'Quick Reference' and 'Posting Payments' buttons. At the bottom, there is a 'Tips for Receiving Payment' section with a filter for 'Requesting Location' (set to 'All'), 'Invoice Status' (set to 'Payment Sent'), and 'Date Sent' (set to 'All'). A 'Print' button is located to the right of the filters. Below the filters, there is a summary: 'Total Cost of Assignments Using Criteria Above: \$763.50', 'Total Checked "Sent" Below: \$0.00', and 'Total Checked "Paid" Below: \$0.00'. A text input field for 'Enter reference number to be used when marking vehicle assignments below as "Paid":' is present.

Invoices

The Invoices tab provides the Transportation Administrator with several options to view invoices.

Invoices

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

- Create Special Invoice
- Display Special Invoices

The Not Approved for Payment option provides a view for the Transportation Administrator to see all invoices that need to be approved for payment. The invoices can be sorted by requesting location and by Year/Month.

Requesting Location:

Year/Month:

[Confirm Changes](#) ****You must confirm your changes before you leave this page. ****

Multiple invoices can be marked as Approved. Click on the Confirm Changes before leaving the page.

Approved Pending Change

Sent

Paid

Inv 3281404F

Approved Pending Change

Sent

Paid

Inv 3341309F

If you need to review the invoice 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: Current Owner: appgowner1@gmail.com

Vehicle Number: 7020 [Change](#) Vehicle Type: Activity Bus [Change](#)

[Submit](#)

Trip Code: 380 Pickup Date/Time: Nov 18, 2014 8:00 AM

Requesting Location: 348 West Brunswick High Return Date/Time: Nov 18, 2014 2:00 PM

Destination/Description: Airforce And Special Ops Museum Trip Type: Field Trip
Standard Field Trip

Funding Source: Funding Approver: tcook@asdfsdf.com

14579

Vehicle Phones: Teacher: Sharon Webb 555-5555

Trip Submitted By: cdeveloper@cookconsulting.net Reservation Created By: cdeveloper@cookconsulting.net 10/27/14 8:59 AM

The Ending Vehicle Use section shows the breakdown of charges for this trip. It is divided into three sections, Driver Cost, Mileage Cost and Fuel Cost.

If in the Other Setup decisions, YES was answered for “Calculate benefits along with driver rates” you will see a line item for Driver benefits.

The transportation administrator has the capability to override the trip rate on the invoice.

Note – if you change the rate, you MUST click on the check mark to retain this rate as we have a procedure that runs at night to adjust outstanding invoices if a trip rate is changed on the setup table.

You can mark an invoice as Approved for Payment in the Payment Information section of the invoice. Once you click on Payment sent you will see your userid listed in the “Approved By” section. Click on Submit

The Transportation Administrator can view all invoices by Funding Approver by selecting the All By Funding Approver Option. The Invoices can be sorted by Funding Approver and by invoice status.

Invoices can be viewed by the type of athletic sport by selecting the Athletic Assignment option. From this view, the invoices can be sorted by requesting location and by sport. A total cost is shown for the selection.

The Yellow Bus Invoices by Yr/Mo gives the Transportation Administrator the option to view yellow bus invoices by a particular month. This view provides an easy way to see the total miles charged and the total cost for the month of the yellow buses.

School: 348 West Brunswick High
 Trip Type: Field Trip
 Invoice Number: 3481403FYB Miles Charged : 351.65

Yellow Bus Charge Breakdown:

Code	Description	Cost Per Mile	Amount
6550-56-175	Transportation Salaries	\$ 0.3241	\$113.97
6550-56-171	Wages of Drivers	\$ 0.7994	\$281.11
6550-56-424	Oil	\$ 0.0081	\$2.85
6550-56-425	Tires and Tubes	\$ 0.0476	\$16.74
6550-56-422	Vehicle Repair Parts	\$ 0.1461	\$51.38
6550-56-423	Fuel(Gasoline & Diesel)	\$ 0.6185	\$217.50
6550-56-416	Bus Replacement Costs	\$ 0.4500	\$158.24
6910-56-211	Benefits	\$ 0.3239	\$113.90
6550-56-622	TORT Insurance Cost	\$ 0.0370	\$13.01
		\$ 0.0000	\$0.00
		\$ 0.0000	\$0.00
		\$ 0.0000	\$0.00
		\$2.7547	\$968.69
	Other Charges		0.00
Amount Due:	\$968.69	Total Charges	\$968.69

The transportation administrator can create a special invoice by selecting Create Special Invoice. An Invoice only, mileage adjustment or vehicle maintenance invoice can be created.

Testing

Trip Type: (dropdown menu open with options: Select, Invoice Only, Mileage Adjustment, Vehicle Maintenance)

Requesting Location: (dropdown menu)

Destination/Description:

[Click for Vehicle Assignment and Invoicing](#)

To display special invoices, click on the Display Special Invoices option. You can sort the special invoices by trip type.

Trip Type: (dropdown menu open with options: All, Invoice Only, Mileage Adjustment, Vehicle Maintenance)

Previous:

Invoice Only

Calendar

The Calendar tab allows you to view the district wide calendar by Vehicle, Trip or Driver.

Calendar

Vehicle Calendar

Trip Calendar

Driver Calendar

Exports

The Exports tab provides an easy way to export data from the Travel Tracker to Excel. See the Exports Quick Reference for more information.

Exports

Locations

Assignments by Req Loc

Assignments by Owner

Athletic

Board Report

Archived Assignments

Export to Excel

Child Nutrition

The child nutrition tab provides a view of trips that are occurring during lunch time. The trips can be sorted by requesting location and by packed lunches. This view is available to child nutrition personal who are designated in the location tables.

Child Nutrition

Students Away During Lunch

Quick Reference

Child Nutrition

Requesting Location: All All Packed Lunches No Packed Lunches