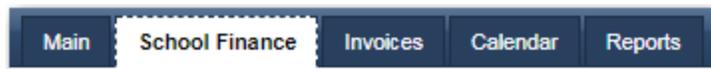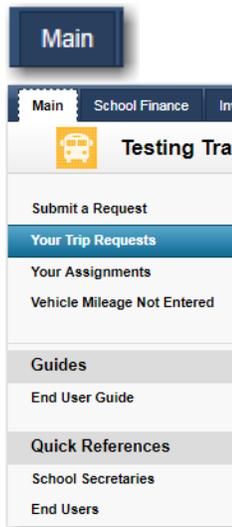# Travel Tracker
by **app-garden**

Quick Reference for School Financial Secretaries/Bookkeepers

The Travel Tracker makes tracking payments for field/athletic/staff trips easy and efficient. As a school financial secretary/bookkeeper, you will be responsible for sending in payments for trips as the trips are completed and invoices generated. There are two ways to mark invoice items as payment sent – the first is from the list of Pending Payments and the second is directly from the invoice document. Both are described below.

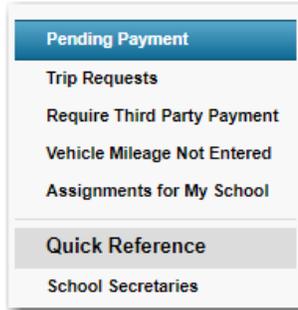|	
When the person who is responsible for payments signs on, they have access to the tabs shown at the right.	Main **School Finance** Invoices Calendar Reports
On the Main tab, you can submit a trip request, view trip requests that you have created and view vehicle reservations for trips that you have created. For detailed instructions for these options, refer to the [End User Guide](#) and the End User Quick Reference.	**Main** Main School Finance Inv **Testing Trav** Submit a Request **Your Trip Requests** Your Assignments Vehicle Mileage Not Entered Guides End User Guide Quick References School Secretaries End Users
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.	Main School Finance **Calendar** **Testing Travel Tra** **Vehicle Calendar** **Trip Calendar**
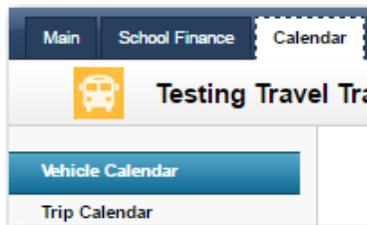
When the person who is responsible for payments signs on, they will default to the School Finance Tab. Under the School Finance Tab, they have the options shown to the left.	**Pending Payment** Trip Requests Require Third Party Payment Vehicle Mileage Not Entered Assignments for My School Quick Reference School Secretaries

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

We have provided an easy way to see only outstanding trips that need to be paid, regardless of what invoice they are on.	
Click on the School Finance tab	Main School Finance Calendar Reports

Click on the Pending Payment menu option.

View the invoice status of Approved for Payment. This will provide a list of all trips that have been released by transportation for payment.

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

You can filter by Trip Type and Field Trip event. You also have several sorting options.

When you click on Compute, the total checked "Sent" below will compute.

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

Pending Payment

| Req Loc | 348 West Brunswick High ▼ | Sts | Approved for Payment ▼ | Dt Snt | All ▼ | Trp Typ | All ▼ | FT Evnt | All ▼ |

Sort By ◉ Pickup Date ○ Requesting Location ○ Trip Nbr ○ Vehicle Type ○ Vehicle Owner ○ Vehicle Nbr

🖨 Print

Total Cost of Assignments Using Criteria Above: $ 2,402.14   [Compute]

Total Checked "Sent" Below: $0.00   [Compute]

Enter check number to be used when marking vehicle assignments below as "Sent": [   ]

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

If you click on the Tips for Paying Invoices button, you will get additional help for paying invoices.

[Tips for Paying Invoices]

Tips for Paying Invoices   ⊗

1. Click on the "Sent" checkbox for each item that you are paying.
2. After marking all items, note the Total marked as sent at the top - this should be your check amount.
3. Enter your check number in the box at the top.
4. Click on Confirm - this will mark all items and clear the total.
5. Change Invoice Status to "Payment Sent" and choose today's date from the date sent dropdown.
6. Click on the Print button to print documentation of items that were paid with this check.

You can mark multiple items from this screen as Payment Sent, 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 Sent, it will no longer be listed in this view.

Fnd/Tot	$126.39	Approved		4/26/17
Source	School Funded	Sent	✔	Pending Chg
Bdgt	Select			
Type	Driver,Mi/Oth	Paid		
Pct	60%			
		Do Nt Bill		

To print the invoices that you have paid, click on the drop down arrow next to Status and change it to "Payment Sent" and change the date sent to today's date. This will give you the list of all the invoices you have paid today. You can click on the Print button to print out documentation of what was paid.	Req Loc 348 West Brunswick High Sts Payment Sent Dt Snt 08/17/2016
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. The Print button at the top will allow you to print a copy of the invoice if needed.

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

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

Trip Code 382 — Trip Type Field Trip Band
Requesting Location 348 West Brunswick High — Location Zone Zone 001
Destination/Description Edenton High
Vehicle Dates
Pickup 5/31/16 5:45 AM — Trip Yr/Wk 2016-23 Bid Id Not Found
Return 5/31/16 3:00 PM — Trip Hrs 9.25
Vehicle Location 000 Transportation — Current Owner appgowner2@gmail.com
Vehicle Type Activity Bus Change — Vehicle Number 2003 Change
Funding Source SBA5 — Check to retain — Fnd Approver appgtest5@gmail.com Fnd Payment
7951 271 660000 9999
Vehicle Phones — Teacher
Trip Submitted By cdeveloper@cookconsulting.net — Created 5/24/16 11:46 AM By cdeveloper@cookconsulting.net

Ending Vehicle Use
Driver Cost Driver Name John Smith Change Override Driver Email teriifc@gmail.com
Driver Phone 7045182011
Hours Start Time End Time 10.00 Rate/Hr $20.00 Check to retain $200.00
OT Hrs Start Time End Time 0.00 OT Rate/Hr $22.00 Check to retain $0.00
Other Hrs Start Time End Time 0.00 Other Rate/Hr $26.00 Check to retain $0.00
Flat Rate Select $0.00 Check to retain
Benefits: SS $10.40 Med $4.90 $40.30 Driver Pd Driver Cost $240.30
Ret $10.00 WkCmp $15.00
Pickup Person
▶ Assistant Cost (Optional)
Mileage Cost Est Mileage 53.16 Miles Driven 100.00
Beg Odometer 50000.00 Pickup Miles subtracted 10.00 Cost Per Mile 1.0000 Check to retain
End Odometer 50100.00 Total Miles 90.00 Additional Cost/Mi 1.0000 Check to retain
Mileage Cost: $180.00
Fuel Cst Total Miles 90.00 Mi/Gal 15.00
6 gal fuel @ $2.00 (Price/Gal) Fuel Cost: $12.00
Add'l Veh Cost Return Cond Excellent Return Cond Cst $0.00 Std Trip Fee $5.00
Veh Chg Type N/A Veh Chg Amt $0.00 Additional Fee $0.00 Additional Veh Cost $5.00
Add'l Inv Cost Cost #1 Select $0.00 Check to retain
Cost #2 Select $0.00 Check to retain
Cost #3 Select $0.00 Check to retain
Cost #4 Select $0.00 Check to retain Additional Inv Cost $0.00
Mechanic Assigned for Inspection (Optional) Select Total Cost: $437.30 |
| Scroll to the bottom and you will see the information for payment. When you are sending a check for this trip, fill in the check number and then click on the Payment Sent button. This will indicate to the person receiving the payment that you have sent a check for this. You also have the option to add a comment that will be seen by the person posting the payment. | Payment Information
Trip Cd 419 Inv Nbr 3481608A Inv Dt 2016/08
Inv Amt $160.70
Invoice Status
  ● Approved for Payment
  ○ Payment Sent
| | Approved By | Payment Sent By | Paid By | Do Not Bill By |
appgtrans1@gmail.com
2/15/17 12:43 PM
Check Nbr — Comments for Person Responsible for Payment
Submit |

Revised 08/16/17

Once you click on Payment sent you will see your userid listed in the "Payment Sent By" section. Note the Invoice Number. You can include the invoice number and trip number on the check if you would like. Click on Submit.	

Viewing all the trips for your location

The Trip Request option allows you to view all the trips for your location. This allows you to see all the trips that have been scheduled at your 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.	

Viewing trips that require a third party payment

Some trips may require that a payment or deposit be paid to a third party prior to the trip. We have provided a view to quickly see all of these trips.

Click on the School Finance tab and then click on the Require Third Party Payment option.	

There will be a column in this view called Third Party that will give you information about the Third party payment.	**Third Party** Will Pick Up Check $100.00 Joe Smith Will Pick Up Check 60.00 Joe Smith Mail Check 50.00 Brunswick Town Museum
To get additional information such as the address and comments, open up the Trip request.	Are funds payable to a third party? (Does the venue need a check ahead of time?) ● Yes ○ No Amount of Payment 50.00 Payment Option ○ Mail Check ○ School System Credit Card ● Will Pick Up Check Payment Due To John Brooks 123 Main St Anywhere, NC 60765 Comments Concerning Payment Check is needed a week before the trip.

Entering Trip Mileage

We have provided a view to enter the trip mileage for multiple trips. From the School Finance tab, click on the Vehicle Mileage Not Entered option.	**Pending Payment** **Trip Requests** **Require Third Party Payment** **Vehicle Mileage Not Entered** **Assignments for My School** **Quick Reference** **School Secretaries**
Each trip that has not had mileage entered will be listed. There will be a column for estimated mileage and beginning and ending odometer reading. Enter the beginning and ending odometer reading for one trip or multiple trips and hit the Compute button. When you hit the compute button, you will see the message Pending Change to remind you that you will have to click on the Confirm Changes button at the top of the screen to save the mileage that you have entered.	**Estimated Miles** **Computed Miles** **Approvals/Payments** 66.6 Beginning Odometer Ending Odometer Approved [0] [0.0] 66.60 Sent Pickup Miles Subtracted 10.00 Paid [Compute] 56.60 Inv 3481410FYB 161.93 Beginning Odometer Ending Odometer Approved [0] [0.0] 165.00 Sent Pickup Miles Subtracted 10.00 Paid [Compute] 151.93 Inv 3481407FYB **Estimated Miles** **Computed Miles** 66.6 Beginning Odometer Ending Odometer [1,000] [1070] Pending Change 70.00 Pickup Miles Subtracted 10.00 [Compute] 60.00

Revised 08/16/17

Assignments for My School

We have provided a view of all the vehicle assignments for your school.

When viewing the vehicle assignments, you have the option to Download the Trip Ticket or the Trip Ticket with Directions.

When you click on Download Trip Ticket, you will have the option to open or save a Word document that contains all the trip information and has sections where the odometer readings and passenger numbers can be logged as well as any comments about this trip. The driver and person responsible for the trip will sign and date this form at the end of the trip.

Entering Driver Hours

Driver hours can be entered in an invoice that has not yet been approved. From the Assignments for My School option, Use the sorting options to find the trip where you would like to enter Driver hours. Click on the trip number to open the assignment. Scroll to the Ending Vehicle Use section and enter the Driver hours. You can enter the actual start and end times and then click on compute or you can enter the total hours. Note: You can also enter the Beginning and Ending Odometer readings from here.	

Paying Invoices / Seeing Invoice History

Click on the Invoices tab to see all invoice information.	
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. 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	

Invoice Total	Amount Paid	Amount Due
$61.25	$61.25	$0.00
$150.08	$0.00	$150.08
$82.50	$0.00	$82.50

Invoices for school 348 for October 2015 Athletic trips would be 3481510A.

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.

Each monthly invoice is comprised of individual trips from that month. Click on an invoice number to open the details.

Invoice Nbr

3481504A

3481504F

3481509A

Each invoice provides detailed information regarding the individual trips that comprise the invoice.

From the Invoices tab, you also have the option to see all invoices that have not been approved for payment.

Revised 08/16/17

Reports

You have the option to export the Assignment/Trip information to Excel. Click on the Repots 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.