



Travel Tracker

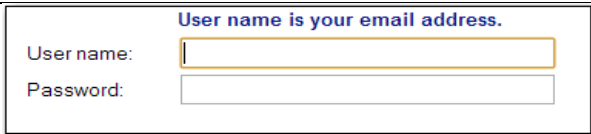
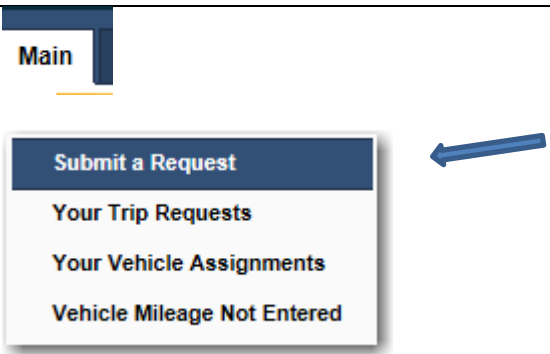
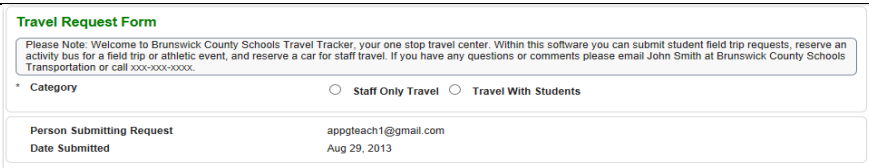
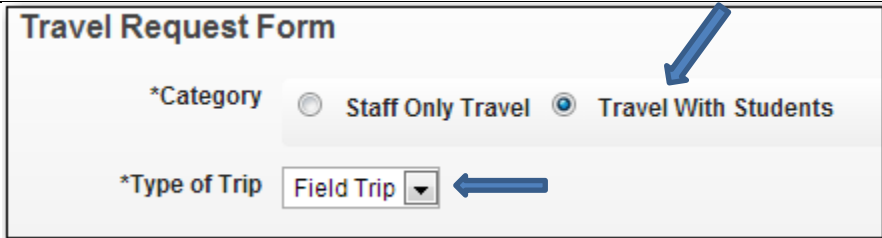
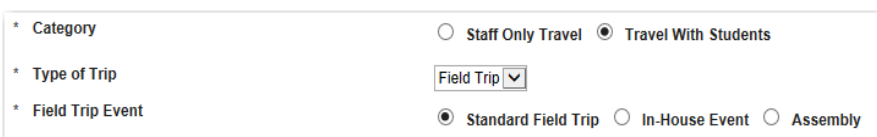
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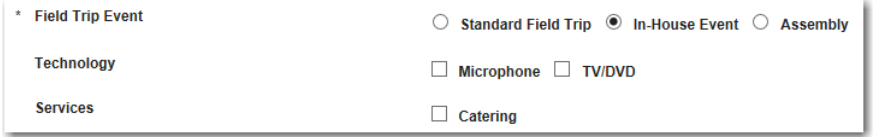
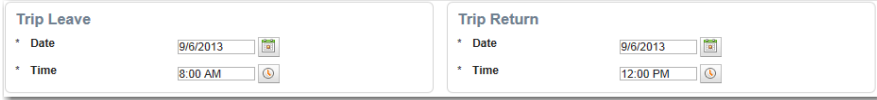
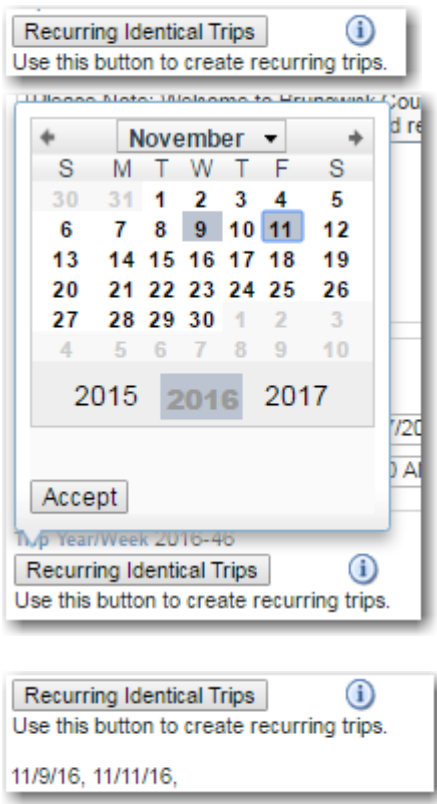
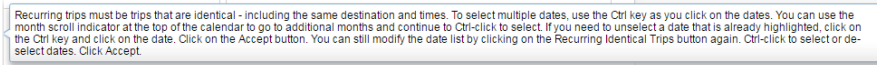
End User Guide

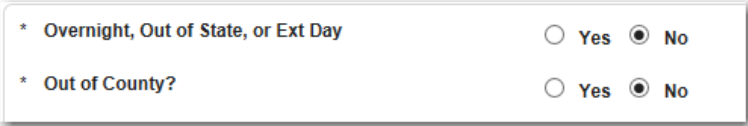
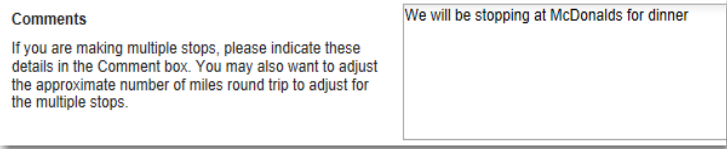

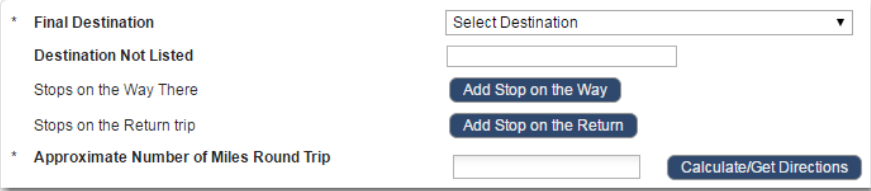
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Submitting a Request

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| <p>Login using your link for Travel Tracker.</p> | |
| <p>Your email address is your user name. Use the password that you created when you registered.</p> |  |
| <p>To submit a request, click on the Main tab.</p> <p>Click on "Submit a request"</p> |  |
| <p>The note at the top of the Travel Request Form can be customized. Your district will include any pertinent information here.</p> |  |
| <p>Select staff only travel or travel with students. Staff only is used to reserve vehicles (such as staff cars) that do not involve student travel.</p> <p>Click on the drop down arrow and choose the trip type.</p> <p>Note – Any field designated with an * is a required field.</p> |  |
| <p>If the option to include In-House events has been turned on for your district, you may have additional field trip event options in addition to the standard field trip. The default will be a Standard Field Trip.</p> |  |

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| <p>If an in-house event is selected, additional Technology and Services options can be selected.</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>If you are scheduling multiple trips that are identical except for the date, you can use the Recurring Identical Trips button. The trips must be going to the same destination at the same times. 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. 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. You can still modify the date list by clicking on the Recurring Identical Trips button again. Ctrl-click to select or de-select dates. Click on Accept.</p> <p>The trips selected will be listed out under the Recurring Identical Trips button.</p> |  |
| <p>Hover your mouse over the “i” to read the instructions for using the Recurring Identical Trips button.</p> |  |

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| <p>Is the trip overnight, out-of-state or extended day? Note: This question can be customized by your district. This is an example of how it may read.</p> <p>Is the trip Out of County?</p> <p>**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.</p> |  <p>* Overnight, Out of State, or Ext Day <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>* Out of County? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> |
| <p>In the comments box, you can note details such as multiple stops. If you are making multiple stops that will affect the round trip mileage, adjust the mileage in the Approximate Number of Miles Round Trip box.</p> |  <p>Comments</p> <p>If you are making multiple stops, please indicate these details in the Comment box. You may also want to adjust the approximate number of miles round trip to adjust for the multiple stops.</p> <p>We will be stopping at McDonalds for dinner</p> |
| <p>Click the drop down box and select your school or department. **This is very important as this determines the field trip approver for routing.</p> |  <p>* Your School / Dept <input type="text" value="Select School or Department"/></p> |
| <p>Select your destination from the dropdown menu. Common destinations are in a table created by your Transportation Dept.</p> <p>If your destination is not listed, enter it in the “Destination Not Listed” Box. 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>* Final Destination <input type="text" value="Select Destination"/></p> <p>Destination Not Listed <input type="text"/></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> |

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.

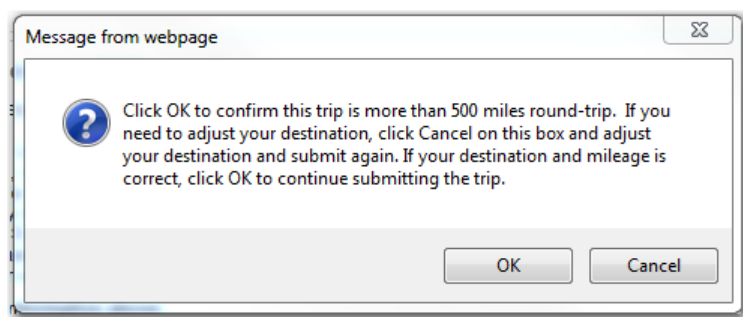
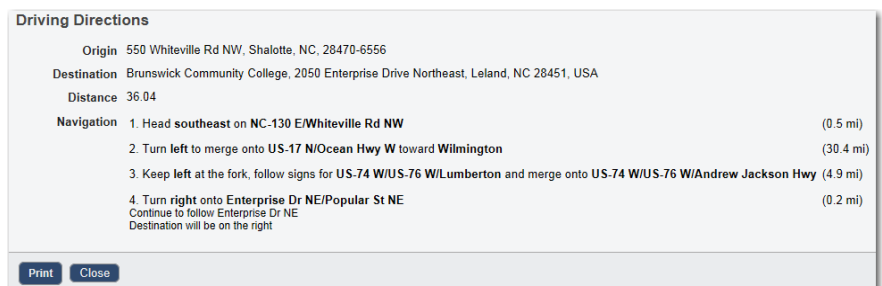
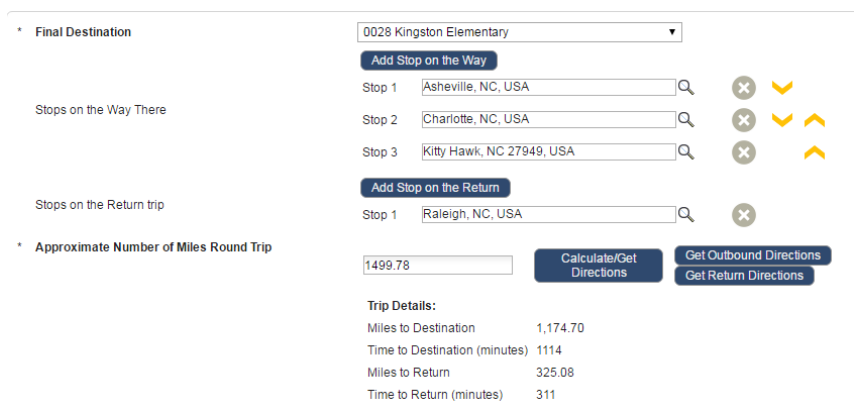
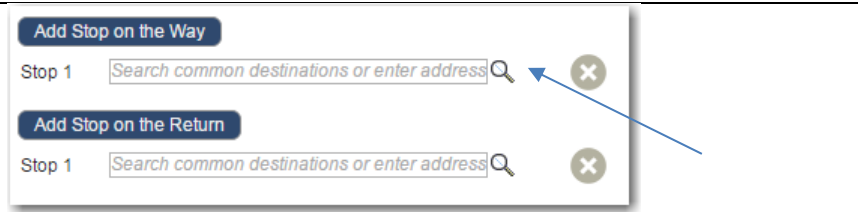
A common destination can be added by clicking on the search icon. From the Select a common destination window, select the destination and then select OK. If the location is not a common destination, the address can be typed in.

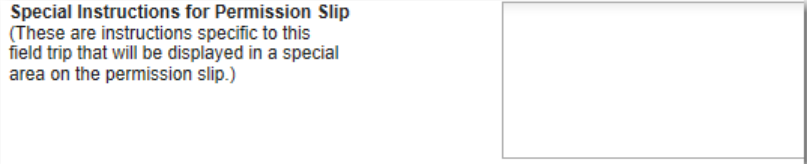
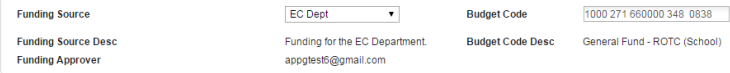
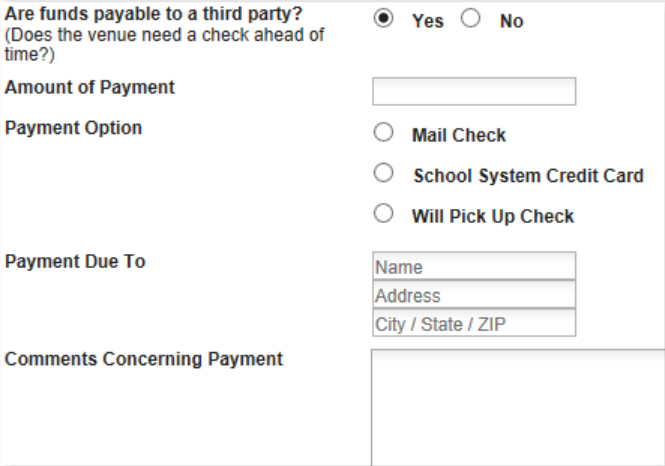
Multiple stops on the way and on the return can be added. Stops can be re-ordered using the yellow up and down arrows. Stops can be removed using the X.



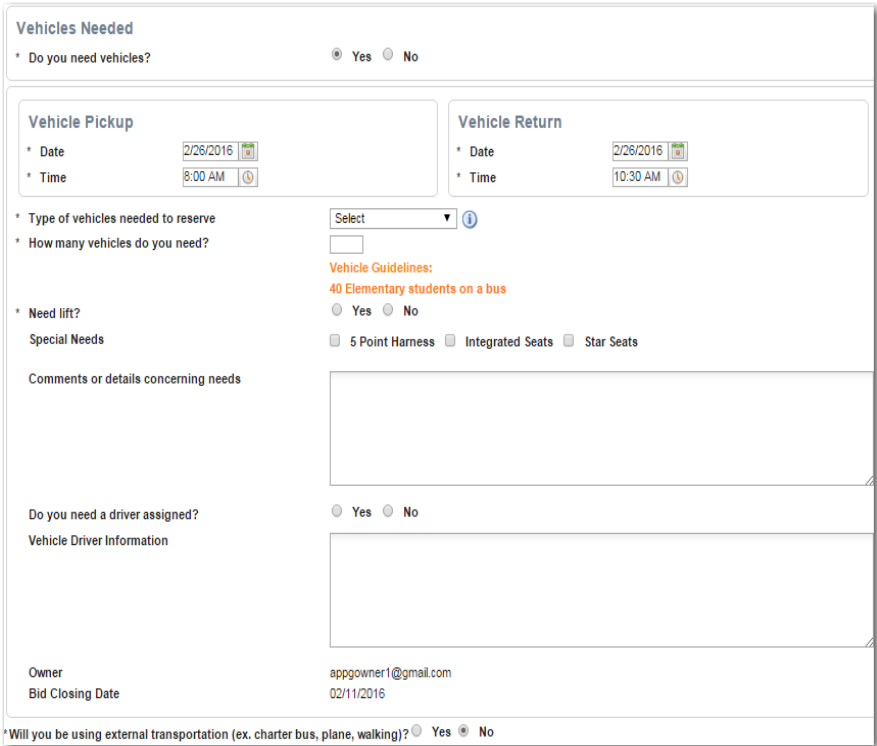
Click on the Calculate/Get Directions button to fill in the mileage. If the mileage does not calculate, enter the approximate mileage in the box. This is a required field.

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



| | |
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| <p>and mileage are not correct, click on Cancel and adjust your destination.</p> | |
| <p>If the option to print permission slips has been activated on your system, you have the option to input special instructions that will be printed on the permission slip.</p> |  |
| <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 drop down box and choose an option. This selection will automatically fill in the budget code and the funding approver. Your district can make this field mandatory. If a * is next to is next to Funding source, you will be required to select a funding source.</p> |  |
| <p>If you selected “yes” for funds to be paid to a third party a window will appear for you to enter a payment amount, payment option, payee name and address.</p> <p>This will give your financial secretary 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.</p> |  |
| | |

| | |
|---|---|
| <p>Indicate if you need to reserve vehicles.</p> |  |
| <p>The pickup date and time boxes will auto fill based on your initial selections. If you are picking up the bus earlier or will be dropping it off later than the times listed, please adjust these times.</p> <p>Click on the drop down box to select the type(s) of vehicles needed– yellow bus, activity bus, charter bus, car, etc. Note - If you put your mouse over the  you will get additional information about this field. If you need additional types of vehicles or have other vehicle comments, please include these in the comment box below.</p> <p>Enter the number of vehicles needed. If your district has specific vehicle guidelines, they will be listed here.</p> <p>Indicate if a lift is needed. Indicate if there are any special needs for this trip.</p> <p>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.</p> <p>The vehicle owner for your location will be listed.</p> |  |

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.

Check here to indicate trip is drop-off only Location
 Check here to indicate trip is pickup only Location

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.

Vehicle Pickup: * Date 11/7/2016 * Time 8:00 AM
 Arrive at Venue (Info Only): * Date 11/7/2016 * Time TIME
 Depart Venue (Info Only): * Date 11/7/2016 * Time TIME
 Vehicle Return: * Date 11/7/2016 * Time 12:00 PM

“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.

* Will you be using external transportation (ex. charter bus, plane, walking)? Yes No

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

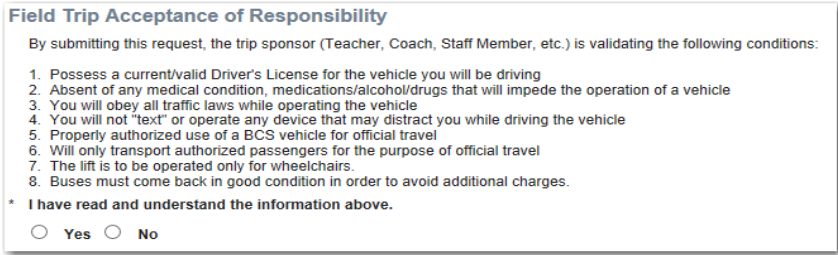
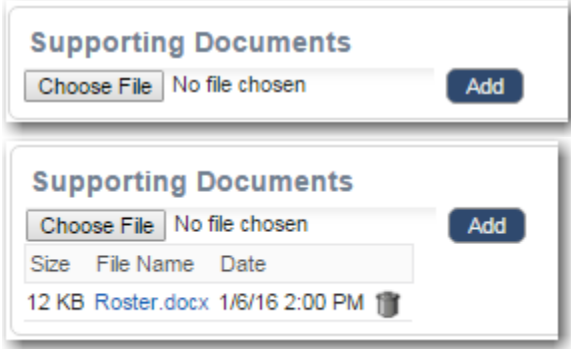

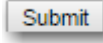
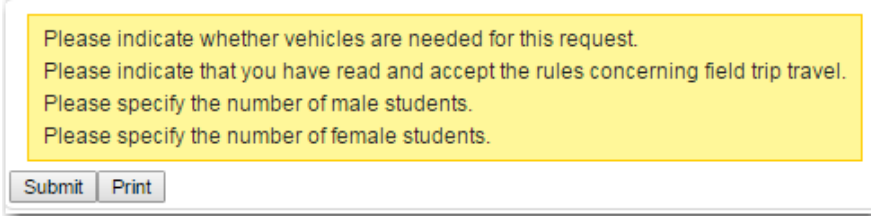
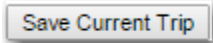
The fields that are outlined with a box are fields that you can input data. The other fields are calculated from the information that you have already entered in the trip request.

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.

Please complete all required fields before computing.

| | | |
|--------------------------------|--|--|
| # Vehicles | 1.00 | |
| Round Trip Miles Per Vehicle | 4.70 | |
| Total Miles | 4.70 | |
| Cost Per Mile | \$1.50 | |
| Additional Cost Per Mile | \$1.00 | |
| Mileage Cost | | \$11.75 |
| 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="2.50"/> | <input type="checkbox"/> Check here to retain driver hrs |
| District-Wide Driver Rate | Standard | \$17.00 |
| Driver Costs | | \$42.50 |
| # 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 \$54.25 |
| Cost Per Student | Paid by Student <input type="text" value="0"/> | Computed \$2.71 |

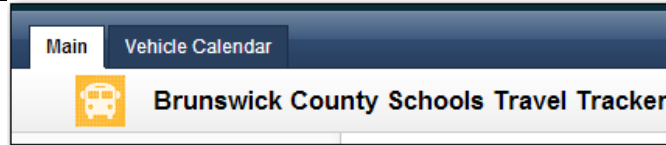
| | |
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| <p>Read the conditions set forth by your school district and check “Yes” to certify that you have read, understand and accept the trip responsibilities.</p> |  |
| <p>If you would like to include any supporting documents with your trip request, 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.</p> |  |
| <p>If you would like a hard copy of your request, click on the Print button.</p> |  |
| <p>Click on Submit to save your trip request. NOTE: An incomplete trip request cannot be saved.</p> |  |
| <p>If there are any items on the form that have not been filled in correctly, you will see messages above the Submit button. Scroll up through the form to find the errors and correct. Click on Submit. If all the incorrect items have not been fixed, the trip will not be saved.</p> |  |
| <p>The Save Current Trip button is used to create a duplicate trip request which will be discussed later in this document. NOTE: It cannot be used to save an incomplete trip request.</p> |  |

You will see the message briefly that the document has been saved.

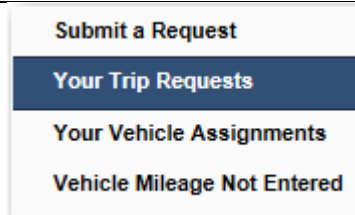
Trip Number 277 has been saved

Follow your request through the approval process

Go to the “Main” tab



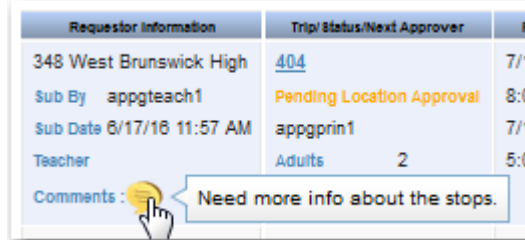
Select “Your Trip Requests”



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”.

| 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 appgprin1 | 12/15/14 12:00 PM 12/15/14 5:00 PM | Field Trip 307 Brunswick County Early College appgtest5 |

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 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 | 9/6/13 8:00 AM 9/6/13 12:00 PM | Field Trip Brunswick Community College, 2050 Enterprise Drive Northeast, Leland, NC 28451, USA | 1 | appgowner1@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:

Sort By: Pickup Date Trip Nbr Location Submitter Vehicle Type Date Submitted

All Trips Trips From This Day Forward

To see all of your vehicle reservations, click on Your Vehicle Reservations on the Main Menu. The dropdown menu 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.

Main | Calendar

Testing Travel Tracker

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

Submitter:

Sort By: (dropdown menu open)

Dropdown menu options: Pickup Date, Request Location, Trip Number, Vehicle Location, Vehicle Number, Vehicle Owner

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

| Trip Nbr/Sch/Trip Sub By | Pickup/Return | Trip | Funding | Vehicle |
|---|--------------------------------|--------------------------------|-------------------------------------|---|
| 277 | 8/19/14 | Field Trip | EC Dept | 8021 |
| 348 West Brunswick High appgteach1@gmail.com | 9:00 AM 8/19/14 11:00 AM | Brunswick Community College | appgtest5@gmail.com 1.34.5677.23 | Activity Bus 348 West Brunswick High appgowner1@gmail.com |

When viewing your vehicle assignments, you have the option to Download the Trip Ticket. 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.

| Trip Nbr/Sch/Trip Sub By | Pickup/Return | Trip |
|---|-------------------------------|---------------------------------------|
| 270 | 8/26/14 | Field Trip |
| 348 West Brunswick High appgteach1@gmail.com | 3:00 PM 8/26/14 5:00 PM | 307 Brunswick County Early College |

| | | | |
|--|--|-------------------------|-------------|
| Vehicle: 8021 | Trip #: 270 | Date: 08/26/2014 | |
| Vehicle Location: 348 West Brunswick High | | | |
| Type of Trip: Field Trip | | | |
| Driver: | Requester: appgteach1@gmail.com Teacher Name: Mr. Smith Emergency Contact Name: Mr. Smith Emergency Contact Phone: 704-555-4332 | | |
| From: 348 West Brunswick High | | | |
| To: 307 Brunswick County Early College | | | |
| | Time | Odometer | Date |
| Start Time @ Bus Location | | | 08/26/2014 |
| Pickup Time @ school location | 03:00:00 PM | | 08/26/2014 |
| Return Time @ school location | 05:00:00 PM | | 08/26/2014 |
| End Time @ Bus Location | | | 08/26/2014 |
| Passengers: Adults: _____ Students: _____ | Trip Special Needs | | |
| Comments: | Lift? | | |

Printing Permission Slips and Directions

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.

* Destination Brunswick County Bowling Center

* Approximate Number of Miles Round Trip 4.72 [Calculate](#) [Get Directions](#)

Special Instructions for Permission Slip
Please wear socks

These are instructions specific to this field trip that will be displayed in a special area on the permission slip.

[Download Permission Slip](#)

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.

Driving Directions

Origin 550 Whiteville Rd NW, Shalotte, NC, 28470-6556

Destination 630 Village Rd SW, Shallotte, NC, 28470-4428

Distance 2.36

Navigation

1. Head **southeast** on **NC-130 E/Whiteville Rd NW** (1.4 mi)
2. Continue onto **Whiteville Road** (0.1 mi)
3. Turn **right** onto **Village Rd** (0.8 mi)

[Print](#) [Close](#)

Once a field trip has been approved, then the Permission slip can be downloaded and printed. When you click on Download Permission Slip a new window will open. Click on the Download Permission Slip button on this screen to open the Permission slip. 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.

[Download Permission Slip](#)

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.

[Download Permission Slip](#)

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.

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.

Test County Schools
PERMISSION SLIP FOR FIELD TRIP
348 West Brunswick High

| | | | |
|-------------------------|---------------------------------|-----------------|-------------|
| Departure Date: | 04/18/2014 | Departure Time: | 10:00:00 AM |
| Return Date: | 04/18/2014 | Return Time: | 02:00:00 PM |
| Teacher Name: | Ms. Glenn | | |
| Destination: | Brunswick County Bowling Center | | |
| Mode of Transportation: | Activity Bus | | |
| Additional information: | Please wear socks! | | |

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 below.

| | | | |
|--|-------|------------------------|-------|
| Name of Student: (Please Print) | _____ | DOB | _____ |
| Name of Parent/Guardian: (Please Print) | _____ | | |
| Parent/Guardian contact numbers: (home): | _____ | (work): | _____ |
| | | (cellular): | _____ |
| Alternative emergency contact: | _____ | Relationship to child: | _____ |

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

Medical Information and Release

I understand the School District does not provide medical insurance for my child for purposes of this trip, and I am solely responsible for providing such insurance and for payment of any medical treatment expenses for my child that are not covered by insurance. In the event of a medical emergency, I hereby authorize the teacher/chaperone attending to my student on the trip to secure medical attention or hospitalization for my child. Child's physician: _____ Physician's phone number: _____ Preferred Hospital: _____

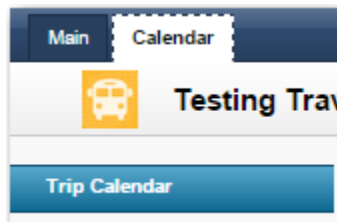
Please indicate health problems concerning your child. Include any medication, allergies or other instructions.

I have read the information, verifying its accuracy, and agree to the statements made above:

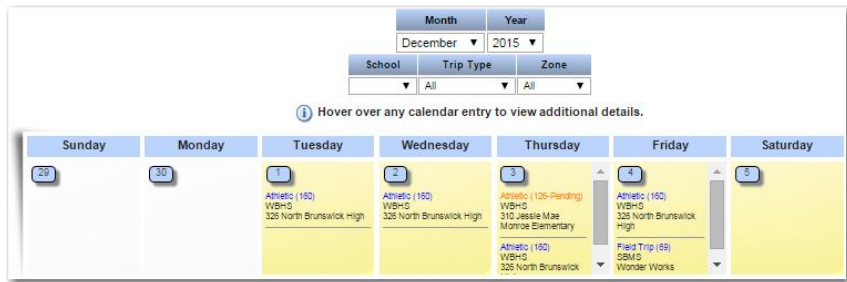
Parent/Guardian Signature _____ Date _____

Using the Calendar

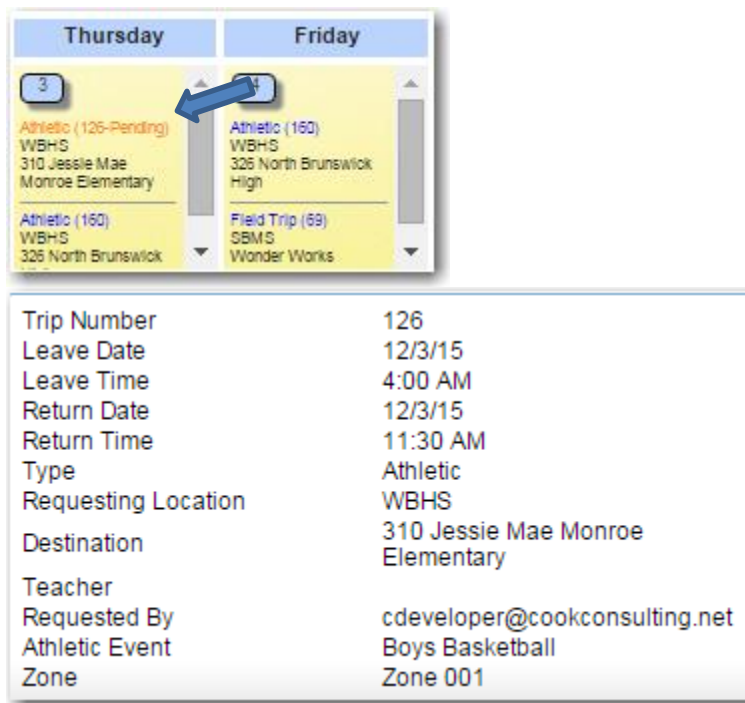
You may also view your trip using the calendar view. The calendar is district wide. This allows users to look ahead and determine potential dates for scheduling a trip.



The trip calendar can be sorted by Month, School, Trip Type and Zone by clicking on the drop down 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.

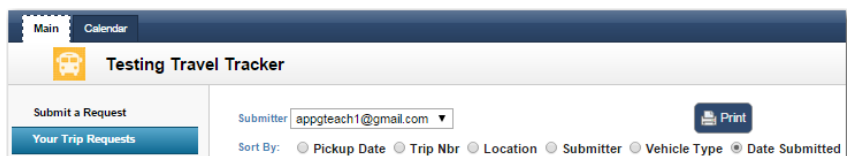


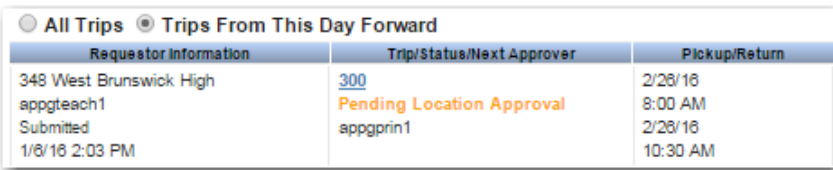
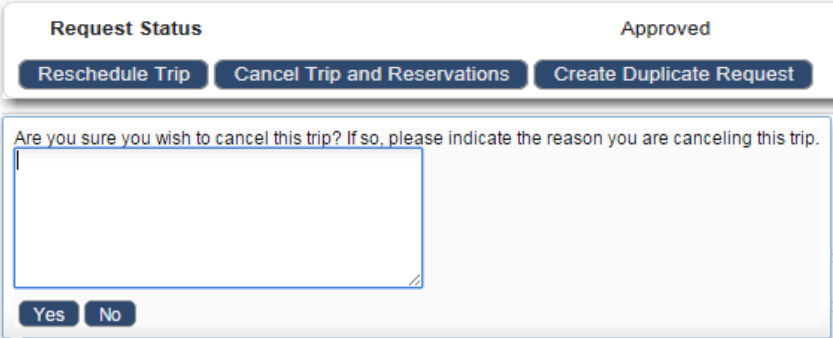

Hovering over the calendar entry will display detailed information about the trip.



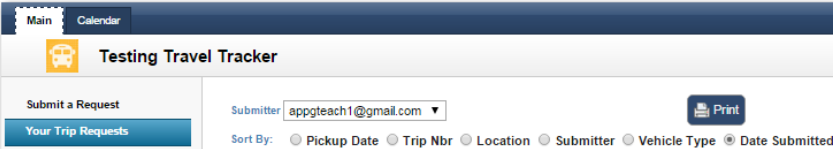
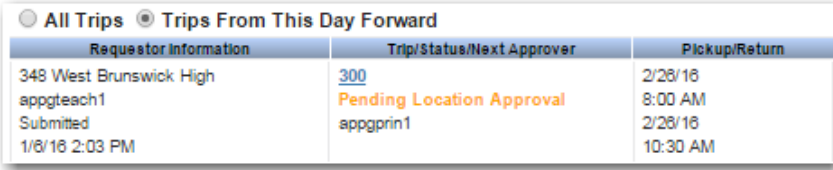
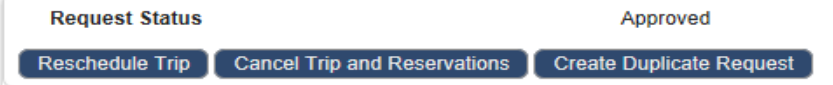
How to Cancel a trip

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

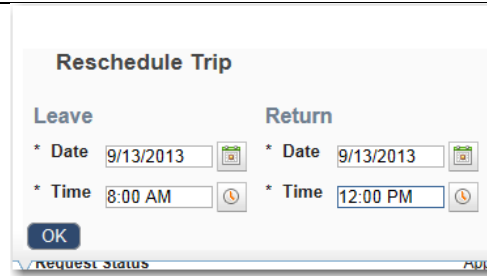


| <p>Find your trip and select that trip by clicking anywhere on the line.</p> |  <table border="1"> <thead> <tr> <th>Requestor Information</th> <th>Trip/Status/Next Approver</th> <th>Pickup/Return</th> </tr> </thead> <tbody> <tr> <td>348 West Brunswick High appgtech1 Submitted 1/8/16 2:03 PM</td> <td>300 Pending Location Approval appgprin1</td> <td>2/28/16 8:00 AM 2/28/16 10:30 AM</td> </tr> </tbody> </table> | Requestor Information | Trip/Status/Next Approver | Pickup/Return | 348 West Brunswick High appgtech1 Submitted 1/8/16 2:03 PM | 300 Pending Location Approval appgprin1 | 2/28/16 8:00 AM 2/28/16 10:30 AM |
|---|--|---|---------------------------|---------------|---|---|---|
| Requestor Information | Trip/Status/Next Approver | Pickup/Return | | | | | |
| 348 West Brunswick High appgtech1 Submitted 1/8/16 2:03 PM | 300 Pending Location Approval appgprin1 | 2/28/16 8:00 AM 2/28/16 10:30 AM | | | | | |
| <p>Scroll to the bottom of the screen and select “Cancel Trip and Reservations”. Fill in your reason for canceling the trip and then click on Yes.</p> |  | | | | | | |
| <p>You will receive a cancellation message and all approvers will also be notified of this cancellation. If a vehicle has been assigned, the vehicle will be canceled and the vehicle owner will be notified.</p> |  | | | | | | |

How to Reschedule a Trip

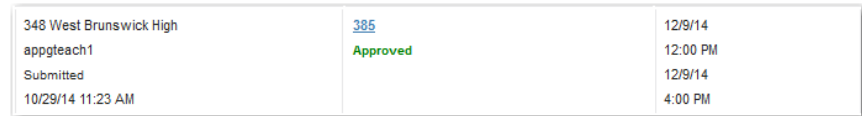
| <p>Go to the Main menu and select Your Trip Requests. Use the sort options to find the trip that you want to reschedule.</p> |  | | | | | | |
|--|--|---|---------------------------|---------------|---|---|---|
| <p>Find your trip and select that trip by clicking anywhere on the line.</p> |  <table border="1"> <thead> <tr> <th>Requestor Information</th> <th>Trip/Status/Next Approver</th> <th>Pickup/Return</th> </tr> </thead> <tbody> <tr> <td>348 West Brunswick High appgtech1 Submitted 1/8/16 2:03 PM</td> <td>300 Pending Location Approval appgprin1</td> <td>2/28/16 8:00 AM 2/28/16 10:30 AM</td> </tr> </tbody> </table> | Requestor Information | Trip/Status/Next Approver | Pickup/Return | 348 West Brunswick High appgtech1 Submitted 1/8/16 2:03 PM | 300 Pending Location Approval appgprin1 | 2/28/16 8:00 AM 2/28/16 10:30 AM |
| Requestor Information | Trip/Status/Next Approver | Pickup/Return | | | | | |
| 348 West Brunswick High appgtech1 Submitted 1/8/16 2:03 PM | 300 Pending Location Approval appgprin1 | 2/28/16 8:00 AM 2/28/16 10:30 AM | | | | | |
| <p>Scroll to the bottom of the screen and select “Reschedule Trip”</p> |  | | | | | | |

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



The image shows a 'Reschedule Trip' dialog box. 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 calendar icons next to the date fields and clock icons next to the time fields. An 'OK' button is at the bottom left.

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 |
| appgtech1 | Approved | 12:00 PM |
| Submitted | | 12/9/14 |
| 10/29/14 11:23 AM | | 4:00 PM |

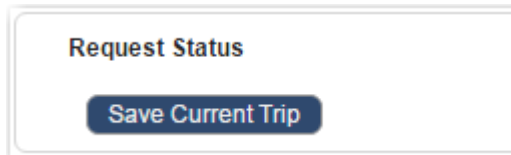
How to Create a Duplicate Trip Request

If you have several trips to schedule that contain the same information but occur on different dates, you can use the "Create Duplicate Request" option.

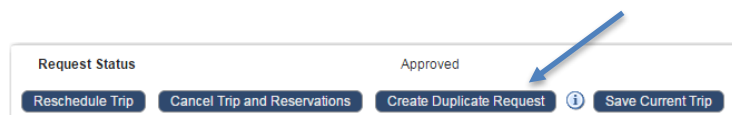
If you know that you will want to create several trips that contain the same information but occur on different dates when you create the first request, click on Save Current Trip rather than Submit to save and then duplicate again. The trip request will be saved but will not close so that it is fast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

After you click on Save Current Trip, 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.



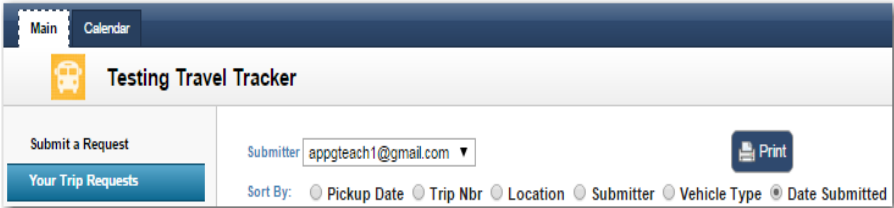
The image shows a 'Request Status' dialog box with a 'Save Current Trip' button.



The image shows a 'Request Status' bar with the status 'Approved'. It contains buttons for 'Reschedule Trip', 'Cancel Trip and Reservations', 'Create Duplicate Request', and 'Save Current Trip'. A blue arrow points to the 'Create Duplicate Request' button.

After you make the changes, click on Save Current Trip and then you can click on Create Duplicate Request again.

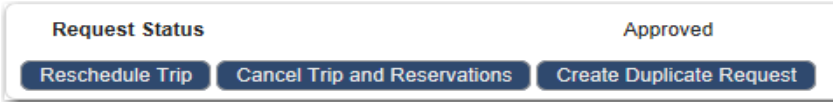
If the trip request has already been submitted, go to the Main menu and select Your Trip Requests. Use the sort options to find the trip that you want to duplicate.



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

| <input type="radio"/> All Trips <input checked="" type="radio"/> Trips From This Day Forward | | |
|--|---|---|
| Requestor Information | Trip/Status/Next Approver | Pickup/Return |
| 348 West Brunswick High appgteach1 Submitted 1/8/16 2:03 PM | 300 Pending Location Approval appgprin1 | 2/28/16 8:00 AM 2/28/16 10:30 AM |

Scroll to the bottom of the screen and select "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 Submit to create the new trip request.

| Trip Leave | | Trip Return | |
|------------|-----------|-------------|-----------|
| * Date | 8/28/2014 | * Date | 8/28/2014 |
| * Time | 10:00 AM | * Time | 12:00 PM |

How to Create Recurring Identical Trips

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

After you fill in the Trip Leave and Trip Return date and time, click on Recurring Identical Trips. A calendar will pop open.

| Trip Leave | | Trip Return | |
|------------|-----------|-------------|-----------|
| * Date | 1/14/2016 | * Date | 1/14/2016 |
| * Time | 5:00 PM | * Time | 8:00 PM |

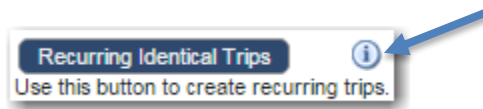
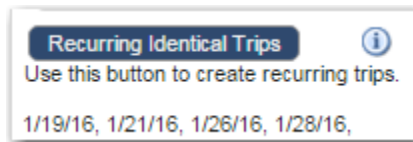
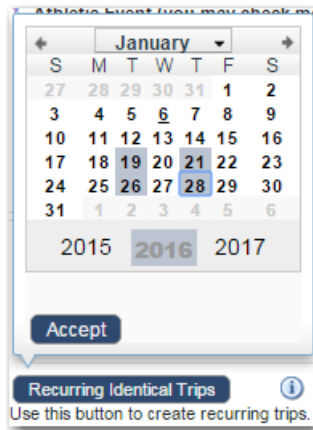
ⓘ
 Use this button to create recurring trips.

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.

All the dates that you have selected will be listed.

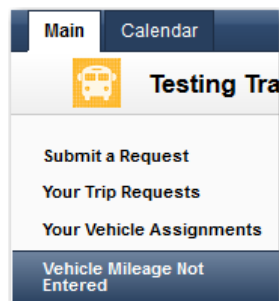
You can modify the dates listed by clicking on the Recurring Identical Trips button again. Ctrl-click to select or de-select dates. Click Accept.

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.



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.

| Estimated Miles | Computed Miles | | |
|-----------------|--------------------------------|----------------------------------|-------|
| 70.12 | Beginning Odometer | Ending Odometer | 70.12 |
| | <input type="text" value="0"/> | <input type="text" value="0.0"/> | |
| | Pickup Miles Subtracted | | 10.00 |
| | Compute | | 60.12 |
| 24.16 | Beginning Odometer | Ending Odometer | 24.16 |
| | <input type="text" value="0"/> | <input type="text" value="0.0"/> | |
| | Pickup Miles Subtracted | | 10.00 |
| | Compute | | 14.16 |

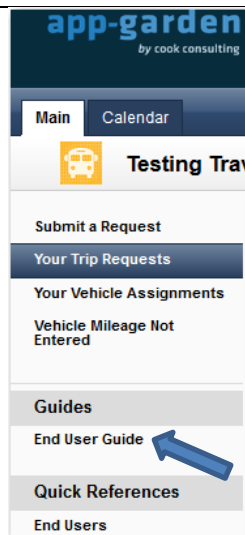
The message **Pending Change** will be shown in the Computed Miles Column. This is an indication that the mileage that was entered will not be applied until the Confirm Changes button located at the top of the screen is clicked on. Once the Confirm Changes is clicked on, this trip will be removed from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

| Computed Miles | | |
|----------------------------------|----------------------------------|-----------------------------|
| Beginning Odometer | Ending Odometer | |
| <input type="text" value="100"/> | <input type="text" value="140"/> | Pending Change 40.00 |
| Pickup Miles Subtracted | | 10.00 |
| Compute | | 30.00 |

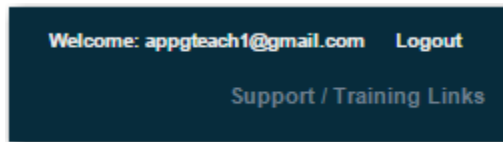
Confirm Changes ***You must confirm your changes before you leave this page. **

Getting Help

There are several places to get help. This User Guide has step by step instructions on how to do every task. You can click on the topic in the table of contents that you are interested in and you will be taken to that topic.

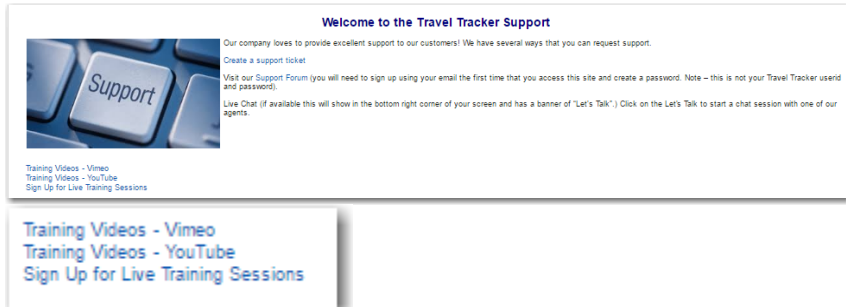


If the User Guide doesn't answer your questions, you can go to Travel Tracker Support. Click on [Support / Training Links](#) in the upper right hand corner of the screen.



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

You can also view training videos in either Vimeo or YouTube format and you can sign up for Live Training sessions.



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.