

# TRIP TRACKER

Transportation Department



# Why?

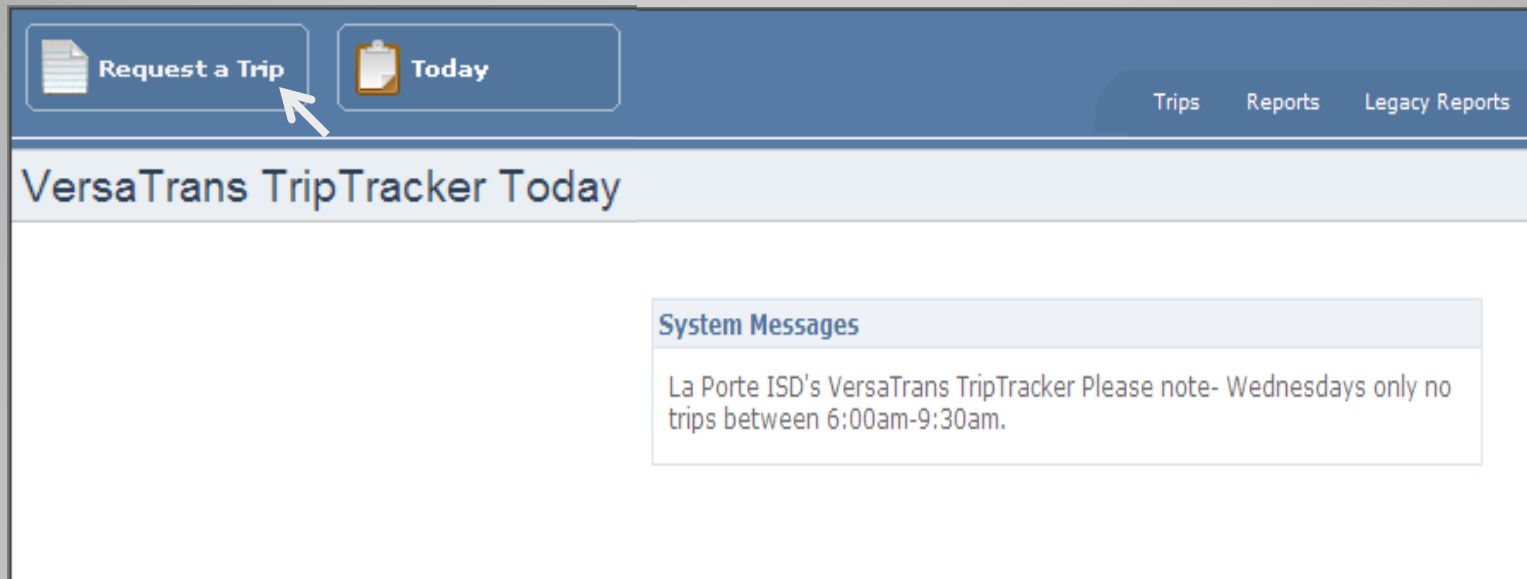
## What are the Benefits?

- Simplicity – no more paper forms that get “lost ” in the mail
- Efficiency – no more mail delays
- Accountability – greater visibility in the process results in greater accountability

# ENTERING A TRIP

- Trip Tracker Today
- Starting the Process: Request a Trip
- Entering Trip Details

# Select "Request a Trip" from the Menu



# Trip Details - Enter details from the trip request

[Request a Trip](#) [View Calendar](#) [Today](#)

[Support](#) [Logout](#)

[Trips](#) [Reports](#) [Legacy Reports](#) [Admin](#) [Help](#)

## Trip Request

Status: **Unsubmitted**

Cancel

Reactivate

Clone

Close

Delete

Approve

Reject

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

### Trip Details

Trip Name: 5th grade Trip

Trip Date: 4/23/2010

Trip Type: Academic

Activity Type: Field Trip

Reason for Trip: 5th grade end of year Field Trip

Account: JRE - General 1991 11 00 101 11 014 6494

Requester: Stagg, Pat

☐ Expand Requester List

Account Notes:

Origin: Jennie Reid Elementar

Departure Date: 4/23/2010


Return Date: 4/23/2010

Departure Time: 9:00 AM


Return Time: 2:00 PM


## Trip Details - Enter the trip Destination details. Click Add to populate the trip destination.

Destinations:

Destination:  

Can't find your destination in the list?  
[Click here to add a new location...](#)

Arrival:  

Departure:  

Click "Add" to add the select location to the list of destinations for this trip.

Destination	Arrival Date/Time	Departure Date/Time	
Houston Museum of Health & Medical Science	4/23/2010 9:30:00 AM	4/23/2010 1:30:00 PM	<a href="#">Remove</a> <a href="#">Edit</a>

**Trip-Details -Enter the number of students, adults, wheel chairs, vehicles and special accommodations. Enter trip contact information and notes. Click "Submit" to create the trip request.**

	Adults	Students	Wheelchairs	Vehicles	
Number Of:	<input type="text" value="4"/>	<input type="text" value="98"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="checkbox"/> Special Accommodations
Contact Name:	<input type="text" value="Sally Sue"/>		Contact Phone: <input type="text" value="281-604-7044"/>		
Notes:	<div><div>Please pick up students and staff at the front of the building.</div></div>				
<input type="button" value="Express Trip"/>		<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>	

# Status will change from Unsubmitted to Requested once trip is successfully entered

**Trip Request**

Status: **Requested**

[Cancel](#)

[Reactivate](#)

[Clone](#)

[Close](#)

[Delete](#)

---

[Approve](#)

[Reject](#)

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

**Trip Details**

**Trip successfully submitted**

Trip Name:  Trip Date:

Trip Type:  Activity Type:

Reason for Trip:

Account:  Requester:

☒ Expand Requester List

Account Notes:  Balance: \$350.96

Origin:

Departure Date:  Departure Time:

Return Date:  Return Time:








# Entering the Trip Estimate

- How much money am I going to spend?
- What about parking fees, tolls and meals for the driver?
- Special Note: Requestor can get total estimated expenses prior to trip approval
- Trip estimates are just estimates and additional costs can be incurred

# Select Trip Estimate from the Trip Request Screen

## Trip Request

Status: Requested

-  [Cancel](#)
-  [Reactivate](#)
-  [Clone](#)
-  [Close](#)
-  [Delete](#)

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

### Trip Estimate

Trip ID: 20

Departure Date: 7/12/2010

Trip Origin: Bayshore Elementary

Number of Vehicles: 1

Destination	Arrival Date/Time	Departure Date/Time
Bay Area Park	7/12/2010 9:30:00 AM	7/12/2010 12:30:00 PM

# Trip Estimate - Displays Initial Trip Estimates

## Trip Estimate

Trip ID: 17

Departure Date: 4/23/2010

Trip Origin: Jennie Reid  
Elementary

Number of Vehicles: 2

Destination	Arrival Date/Time	Departure Date/Time
Houston Museum of Health & Medical Science	4/23/2010 9:30:00 AM	4/23/2010 1:30:00 PM

### Destination Calculations:

Distance Rate: \$1.20      Distance:       Total: \$0.00

[Open Trip Directions/Mapping Tool](#)

### Time Calculations:

Start Date:	4/23/2010	Return Date:	4/23/2010	
Start Time:	9:00 AM	Return Time:	2:00 PM	Total Trip Hours: 5.00
Driving Rate:	\$12.26	Driving Hours:	1.00	Total: \$24.52
Sit Rate:	\$12.26	Sit Time Hours:	4.00	Total Sit: \$98.08
Overnight Rate:	\$0.00	Overnight Hours:	<input type="text" value="0"/>	Total Overnight: \$0.00
				<b>Total Time: \$122.60</b>

### Total Estimated Expenses for Trip:

Tolls:	<input type="text" value="\$0.00"/>	Parking:	<input type="text" value="\$0.00"/>	Hotel:	<input type="text" value="\$0.00"/>
Meals:	<input type="text" value="\$0.00"/>	Misc Charges:	<input type="text" value="\$0.00"/>		
<b>Estimate Total: \$0.00</b>					

Calculate

**Trip Total: \$122.60**

Save Estimate

# Trip Estimate – Use Trip Directions to get distance for calculating the destination. Select “Open Trip Directions/Mapping”

Request a Trip

View Calendar

Today

SupportLogout

TripsReportsLegacy ReportsAdminHelp

### Trip Request

Status: **Approved**

Cancel

Reactivate

Clone

Close

Delete

Approve

Reject

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | Completion | Invoicing | Payment | [Trip History](#)

#### Trip Estimate

Trip ID: 17

Departure Date: 4/23/2010    Trip Origin: Jennie Reid Elementary    Number of Vehicles: 2

Destination	Arrival Date/Time	Departure Date/Time
Houston Museum of Health & Medical Science	4/23/2010 9:30:00 AM	4/23/2010 1:30:00 PM

Destination Calculations:

Distance Rate: \$1.20    Distance:     Total: \$0.00

[Open Trip Directions/Mapping Tool](#)

# Point to Point Driving Directions - Select "Calculate Directions" to use Destination address to get Google Maps

## Point-to-Point Driving Directions

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

Use this tool to estimate trip distances, and to assist in determining point-to-point directions.

### Origin

Location:

Address:

### Destinations

Location:

Address:

☒ Include return to origin

### Destinations

### Address

Houston Museum of  
Health & Medical  
Science

1515 Hermann Dr. Houston TX USA

[remove](#)

[Clear All Destinations](#)

Trip Distance:

## Trip Estimate – Select “Use estimated distance to this trip” to populate the distance for destination calculation and “Attach Directions to this trip” to attach Google Map’s Directions to the Trip Request

Calculate Directions

Trip Distance: 50.3 mi

A

10001 W Fairmont Pkwy, La Porte, TX 77571

24.5 mi (about 33 mins)

1. Head **west** on **W Fairmont Pkwy** toward **Fair Dr** 0.3 mi

2. Turn **right** at **Underwood Rd** 2.6 mi

3. Continue onto **Independence Pkwy** 1.4 mi

4. Turn **left** onto the ramp to **TX-225 W** 0.2 mi

5. Merge onto **Pasadena** 0.1 mi

Attach directions to this trip

Use estimated distance for this trip

Return to trip request screen

## Trip Estimate – Enter Total Estimated Expenses for Trip, Select "Calculate" and "Save Estimate" to update the estimated trip total

---

### Total Estimated Expenses for Trip:


Tolls:  Parking:  Hotel:   
Meals:  Misc Charges:

Estimate Total: \$60.00

---

Trip Total: \$174.54

---



# Completed Trip Estimate – Includes Distance and Time Calculations and Estimated Expenses

## Trip Estimate

Trip ID: 29  
 Departure Date: 7/30/2010 Trip Origin: LPISD Administration Building Number of Vehicles: 1

Destination	Arrival Date/Time	Departure Date/Time
Aquarium - Downtown	7/30/2010 10:45:00 AM	7/30/2010 1:15:00 PM

### Destination Calculations:

Distance Rate: \$1.20 Distance:  Total: \$66.48

[Open Trip Directions/Mapping Tool](#)

### Time Calculations:

Start Date:	7/30/2010	Return Date:	7/30/2010	Total Trip Hours:	3.92
Start Time:	10:00 AM	Return Time:	1:55 PM	Total:	\$17.41
Driving Rate:	\$12.26	Driving Hours:	1.42	Total Sit:	\$30.65
Sit Rate:	\$12.26	Sit Time Hours:	2.50	Total Overnight:	\$0.00
Overnight Rate:	\$0.00	Overnight Hours:	<input type="text" value="0"/>	Total Time:	\$48.06

### Total Estimated Expenses for Trip:

Tolls:	<input type="text" value="\$0.00"/>	Parking:	<input type="text" value="\$10.00"/>	Hotel:	<input type="text" value="\$0.00"/>
Meals:	<input type="text" value="\$50.00"/>	Misc Charges:	<input type="text" value="\$0.00"/>	Estimate Total:	\$60.00

Trip Total: \$174.54



# Adding Directions to a Trip Request (Optional)

- Printed with the trip sheet
- May be:
  - 1) Entered manually
  - 2) Imported from an accepted format
  - 3) Copied and pasted from another source
  - 4) Reloaded from Trip Location directions

## Directions – Gives you the option to add pre-printed directions or use the “Open Trip Directions/Mapping Tool” to use Google maps

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

### Trip Estimate

Trip ID: 28

Departure Date: 7/29/2010

Trip Origin: LPISD Administration Building

Number of Vehicles: 1

Destination	Arrival Date/Time	Departure Date/Time
San Antonio Convention Center	7/29/2010 12:00:00 PM	7/30/2010 5:00:00 PM

#### Destination Calculations:

Distance Rate: \$1.20

Distance:


Total:

\$0.00

[Open Trip Directions/Mapping Tool](#)

## Directions – Once Point to Point directions have been attached you can select the link "View these directions"

4. Turn RIGHT on KIRBY BLVD go 1.75 mi
5. Turn RIGHT on FM-528 go 3.08 mi
6. Continue on NASA BYP go 0.41 mi
7. Take ramp onto E NASA RD 1 toward TX-3/SARAH DEEL DR/NASA PKWY go 0.73 mi
8. Continue on FM-528 go 10.31 mi
9. Bear LEFT on N ALVIN BYP (TX-35 S) go 2.38

 Point-to-Point directions for this trip have been attached. These directions are in addition to any notes or directions entered into the field above.

[View these directions](#) | [Clear these directions](#)

[Open Trip Directions/Mapping Tool](#)

Excel (.xls)

PowerPoint (.ppt)

Word 2007 (.docx)

Excel 2007 (.xlsx)

### 3. "Copied" and "pasted" from another source

The default directions from the location may be reloaded using the link provided.

# Directions – Select “Calculate Directions” to see the attached map. Map can be printed also

## Point-to-Point Driving Directions

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

Use this tool to estimate trip distances, and to assist in determining point-to-point directions.

### Origin

Location:  Address:

### Destinations

Location:   
Address:


☒ Include return to origin

### Destinations Address

San Antonio Convention Center 110 Tuleta Dr San Antonio TX USA [remove](#)

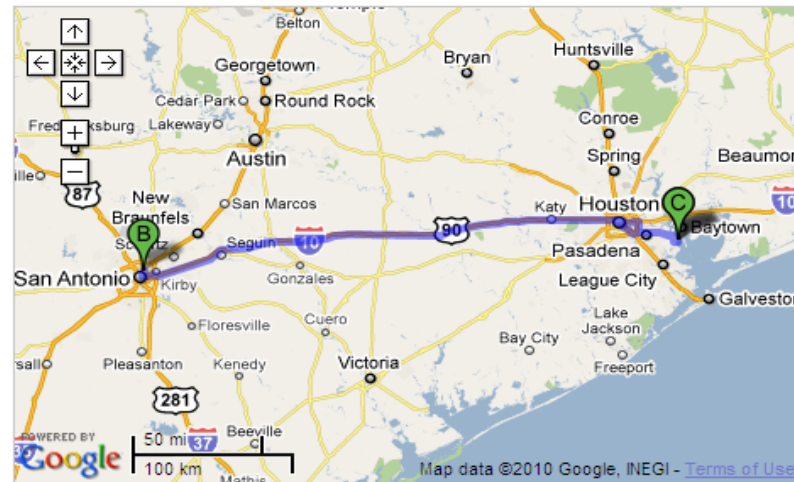
[Clear All Destinations](#)

Trip Distance: 449 mi

 1002 San Jacinto Dr, La Porte, TX 77571

225 mi (about 3 hours 45 mins)

1. Head **southeast** on **San Jacinto Dr** toward **Park Dr** 420 ft
2. Take the 1st **right** onto **Park Dr** 0.1 mi
3. Take the 1st **right** onto **E Fairmont Pkwy** 1.0 mi
4. Turn **right** toward **TX-146 N** 0.1 mi
5. Take the ramp on the **left** onto **TX-146 N** 2.0 mi



# Approval Process

- Select a “Requested” trip from Trip Search screen
- Verify trip estimates attached to trip prior to approval
- Review messages & comments associated with the trip

# Trip Details – Locate the desired Trip that has a Status of Requested

[Request a Trip](#) [View Calendar](#) [Today](#) [Support](#) [Logout](#)

[Trips](#) [Reports](#) [Legacy Reports](#) [Admin](#) [Help](#)

## VersaTrans TripTracker Today

### Trip Requests Summary

You have [2 trip requests pending your approval](#).

There are items:  
**Awaiting approval:** [2 items](#)

### System Messages

La Porte ISD's VersaTrans TripTracker  
Please note- Wednesdays only no trips between 6:00am-9:30am.

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### Search Results

<u>Trip ID</u>	<u>Status</u>	<u>Trip Name</u>	<u>Reason For Trip</u>	<u>Account</u>	<u>Trip Date</u>	<u>Requester</u>
21	Requested	<a href="#">GT Summit</a>		Test 3 1990 12 345 test	6/29/2010	Lyons, Kim
20	Requested	<a href="#">LEP Summer School</a>		Summer School LEP2 1991 11 SL 699 25 042 6494	7/12/2010	Vojacek, Brenda
19	Paid	<a href="#">Just a test 3</a>	To test software for training packets	Test 3 1990 12 345 test	5/07/2010	Lyons, Kim

# Trip Details - Review the Trip Details for the trip including the account information

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

## Trip Details

Trip Name: **Just a test 3**  
Trip ID: **19**  
Trip Date: **5/7/2010**  
Trip Type: **Academic**  
Activity: **Field Trip**  
Reason for Trip: **To test software for training packets**  
Submitter: **admin**

Requester: **Lyons, Kim**  
Account: **Test 3 1990 12 345 test**  
Account Notes: **This is just a test 3**

Origin: **Support Services**  
Origin Departure Date/Time: **5/7/2010 9:00:00 AM**  
Origin Return Date/Time: **5/7/2010 3:00:00 PM**

Destination	Arrival Date/Time	Departure Date/Time
Wortham Theater	5/7/2010 10:00:00 AM	5/7/2010 2:00:00 PM

No. of Adults: **2**  
No. of Students: **20**  
Special Accommodations: **No**  
No. of Wheelchairs: **0**  
No. of Vehicles: **1**

# Trip Estimate - Review the Trip Estimates for the trip including additional fees and/or charges

## Trip Estimate

Trip ID: 19

Departure Date: 5/7/2010

Trip Origin: Support Services

Number of Vehicles: 1

Destination	Arrival Date/Time	Departure Date/Time
Wortham Theater	5/7/2010 10:00:00 AM	5/7/2010 2:00:00 PM

### Destination Calculations:

Distance Rate: \$1.20 Distance:  Total: \$28.39

[Open Trip Directions/Mapping Tool](#)

### Time Calculations:

Start Date:	5/7/2010	Return Date:	5/7/2010	
Start Time:	9:00 AM	Return Time:	3:00 PM	Total Trip Hours: 6.00
Driving Rate:	\$12.26	Driving Hours:	2.00	Total: \$24.52
Sit Rate:	\$12.26	Sit Time Hours:	4.00	Total Sit: \$49.04
Overnight Rate:	\$0.00	Overnight Hours:	<input type="text" value="0"/>	Total Overnight: \$0.00
				<b>Total Time: \$73.56</b>

### Total Estimated Expenses for Trip:

Tolls:	<input type="text" value="\$0.00"/>	Parking:	<input type="text" value="\$10.00"/>	Hotel:	<input type="text" value="\$0.00"/>
Meals:	<input type="text" value="\$0.00"/>	Misc Charges:	<input type="text" value="\$0.00"/>		
					<b>Estimate Total: \$10.00</b>

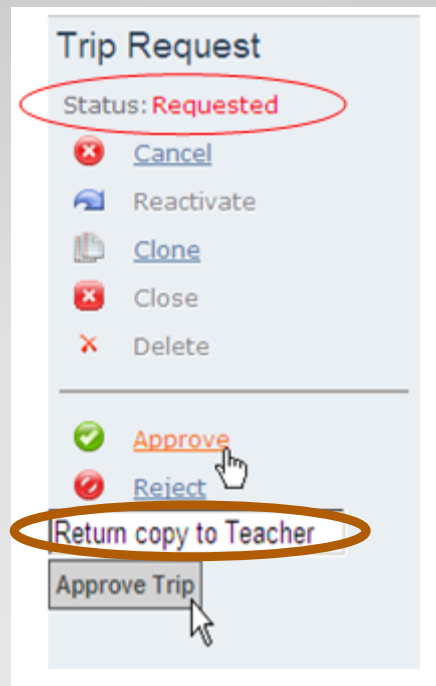
Calculate

**Trip Total: \$111.95**

Save Estimate



## Trip Details – Select Approve to approve the trip and enter any comments needed



# Completing an Approved Trip Request

- The Trip is Scheduled in Transportation
- Transportation Completes the trip request with the assignment of driver and vehicle
- The Trip is taken – upon completion of the trip the Sponsor is responsible for signing off on the paperwork agreeing to the mileage, trip time, and additional comments.
- The trip is invoiced in Transportation
  - 1) where additional fees may be added (*late return, dirty bus fee*)
  - 2) accounts are billed and
  - 3) invoice generated
- The invoice is paid by the Finance department

# Trip History – Is Used to View Trip History - Every stage of the Trip Request process can be viewed in History.

[Request a Trip](#) [View Calendar](#) [Today](#)

### Trip Request

Status: **Paid**

- Cancel
- Reactivate
- [Clone](#)
- [Close](#)
- Delete

---

- Approve
- Reject

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

#### Trip History

Date/Time	Status	Comment	Username	Email Log
5/7/2010 4:38 PM	Requested	Trip Submission.	admin	<a href="#">2 Emails</a> <a href="#">[Resend Email]</a>
5/7/2010 5:00 PM	Approved	Return copy to Teacher	admin	<a href="#">5 Emails</a> <a href="#">[Resend Email]</a>
5/10/2010 8:52 AM	Scheduled	Trip Scheduled.	admin	<a href="#">[Resend Email]</a>
5/10/2010 8:52 AM	Scheduled	Trip Scheduled.	admin	<a href="#">[Resend Email]</a>
5/10/2010 8:52 AM	Scheduled	Trip Scheduled.	admin	<a href="#">[Resend Email]</a>
5/10/2010 9:24 AM	Completed	Trip Completion.	admin	<a href="#">4 Emails</a> <a href="#">[Resend Email]</a>
5/10/2010 12:58 PM	Awaiting Payment	Awaiting Payment.	admin	<a href="#">1 Email</a> <a href="#">[Resend Email]</a>
5/10/2010 1:36 PM	Paid	Paid.	admin	<a href="#">1 Email</a> <a href="#">[Resend Email]</a>

## Scenario 1 - Cancelling a Request

- Trip was cancelled
- Trip entered in error
- Trip was postponed and not re-scheduled
- Trip cannot be taken (e.g., lack of funds)

# Cancelling a Trip Request- Locate trip Select Cancel. Enter a Comment (optional) and Select "Cancel Trip"

## Trip Request

Status: **Scheduled**



Cancel



Reactivate



Clone



Close



Delete



Approve



Reject

Comments:

Not taken

Cancel Trip

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

### Trip Details

Trip Name: Just a test

Trip ID: 14

Trip Date: 5/6/2010

Trip Type:

Activity:

Reason for Trip: Testing Trip Software

Submitter: admin

Requester: Knight, John Edward

Account: Test 1 9999 TEST

Account Notes: Hi there!






## Scenario 2 – Out of Budget

- Account requested is already below the threshold
- Estimated Costs for trip will exceed the budget
- Account is not budgeted – no monies assigned
- Additional charges has placed account over budget



# Scenario 2 – Out of Budget Warning Message

## Trip Request

Status: **Unsubmitted**

-  Cancel
-  Reactivate
-  Clone
-  Close
-  Delete

---

-  Approve
-  Reject

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

### Trip Details

Warning - There are insufficient funds available to support this trip.  
Click OK to continue and submit the trip request. Click Cancel to return and modify the trip estimate.

## Scenario 2 – Out of Budget Solutions

- Make budget adjustment to Business Office to move additional funds to the account
- Cancel trip if unable to fund



## Scenario 3 – Out of Schedule

- Trips cannot be scheduled during route times : *(leaving or returning)*
  - 6:00 a.m. – 8:30 a.m.
  - 2:00 p.m. – 4:30 p.m.
- Cannot schedule a trip within 5 days of the trip date

# Scenario 3 – Out of Schedule Warning Messages

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

## Trip Details

You can not request a trip within 5 days of departure.

Trip Name:

just a test

Trip Date:

7/20/2010

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

## Trip Details

You can not schedule a trip within the AM time threshold.

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

## Trip Details

You can not schedule a trip within the PM time threshold.

Trip Name:

Just a test

Trip Date:

7/29/2010

Trip Type:

Administrative

Activity Type:

Field Trip

Reason for Trip:

Testing trip tracker

test

Trip Date:

7/20/2010

Administrative

Activity Type:

Field Trip

## Scenario 3 – Out of Schedule Solutions

- Check times to be sure they are entered correctly
- Re-schedule trip leave or return time to an earlier or later time that falls outside of the route threshold times
- Enter Trip Request earlier than 5 days prior to the Trip Departure date
- For emergency trips contact Transportation

## Scenario 4 – Modifying & Changing Trip Details

- Select the Edit Request on the Trip Details page
- Make corrections to any detail and save the updated Trip Request
- It will be sent back to the queue for Approval

# Scenario 4 – Modifying & Changing Trip Details

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

## Trip Details

Trip Name: **Just a test**  
Trip ID: **28**  
Trip Date: **7/29/2010**  
Trip Type: **Administrative**  
Activity: **Field Trip**  
Reason for Trip: **Testing trip tracker**  
Submitter: **VojacekB**

Requester: **Vojacek, Brenda**  
Account: **Curriculum - LPH HSA 1991 11 00 001 31 038 6494**  
Account Notes:

Origin: **LPISD Administration Building**  
Origin Departure Date/Time: **7/29/2010 9:00:00 AM**  
Origin Return Date/Time: **7/29/2010 5:00:00 PM**

Destination	Arrival Date/Time	Departure Date/Time
Abshire Stadium	7/29/2010 10:00:00 AM	7/29/2010 4:00:00 PM

No. of Adults: **1**  
No. of Students: **30**  
Special Accommodations: **No**  
No. of Wheelchairs: **0**  
No. of Vehicles: **1**

Contact Name:  
Contact Phone:

Notes:

[Edit Request](#)



# Scenario 4 –Modifying & Changing Trip Details

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#)

## Trip Details

Trip Name:  Trip Date:   
Trip Type:  Activity Type:   
Reason for Trip:

Account:  Requester:

Account Notes:   
Balance: \$901.92

Origin:   
Departure Date:  Departure Time:   
Return Date:  Return Time:

### Destinations:

Destination:

Can't find your destination in the list?  
[Click here to add a new location...](#)

Arrival:    
Departure:

Click "Add" to add the select location to the list of destinations for this trip.

Add

Destination	Arrival Date/Time	Departure Date/Time	
Abshire Stadium	7/29/2010 10:00:00 AM	7/29/2010 4:00:00 PM	<a href="#">Remove</a> <a href="#">Edit</a>

Adults Students Wheelchairs Vehicles  
Number Of:     ☐ Special Accommodations

Contact Name:  Contact Phone:

Notes:

Express Trip

Save

Cancel

## Scenario 5 – Entering Overnight Trips

- Leave dates and return dates should not be the same
- Include additional fees for the trip estimate (bus driver hotel, parking fees)
- Do not schedule leave and return times during route times

# Scenario 5 – Entering Overnight Trips

Origin:

Departure Date:  Departure Time:

Return Date:  Return Time:

Destinations:

Destination:

Can't find your destination in the list?  
[Click here to add a new location...](#)

Arrival:

Departure:

Click "Add" to add the select location to the list of destinations for this trip.

Add

Destination	Arrival Date/Time	Departure Date/Time	
San Antonio Convention Center	7/29/2010 12:00:00 PM	7/30/2010 5:00:00 PM	<a href="#">Remove</a> <a href="#">Edit</a>



# Scenario 5 – Entering Overnight Trips

## Trip Estimate

Trip ID: 28  
Departure Date: 7/29/2010 Trip Origin: LPISD Administration Building Number of Vehicles: 1

Destination	Arrival Date/Time	Departure Date/Time
San Antonio Convention Center	7/29/2010 12:00:00 PM	7/30/2010 5:00:00 PM

### Destination Calculations:

Distance Rate: \$1.20 Distance:  Total: \$538.80

[Open Trip Directions/Mapping Tool](#)

### Time Calculations:

Start Date:	7/29/2010	Return Date:	7/30/2010		
Start Time:	9:00 AM	Return Time:	8:00 PM	Total Trip Hours:	35.00
Driving Rate:	\$12.26	Driving Hours:	6.00	Total:	\$73.56
Sit Rate:	\$12.26	Sit Time Hours:	29.00	Total Sit:	\$355.54
Overnight Rate:	\$0.00	Overnight Hours:	<input type="text" value="0"/>	Total Overnight:	\$0.00
				Total Time:	\$429.10

### Total Estimated Expenses for Trip:

Tolls:	<input type="text" value="\$0.00"/>	Parking:	<input type="text" value="\$0.00"/>	Hotel:	<input type="text" value="\$85.00"/>
Meals:	<input type="text" value="\$20.00"/>	Misc Charges:	<input type="text" value="\$0.00"/>		
				Estimate Total:	\$105.00

Calculate

Trip Total: \$1,072.90

# Trip Tracker- General Information

- Drivers are based on set criteria- so specific driver requests will not be honored
- Splitting trip costs between schools will need to be indicated in the trip request notes and will be processed during invoicing

# Trip Tracker- General Information

- Contact Transportation if you need to change drivers from coach/teacher to bus driver
- Sponsors will need to sign off on driver sheet following trip to acknowledge additional fees (e.g., dirty bus fee)