

# Troup County Schools Trip Tracker Training



**When you first open Triptracker you must login.  
Enter your user name and password.  
If you forgot your password call the  
Transportation Trip Coordinator for reset or if  
you have changed your user profile click on  
Forgot Password.**



### Tyler's Versatrans Trip Tracker

User Name

Password

[Registration Info](#) [Forgot Password](#)

Login

Use of this application constitutes acceptance of [Microsoft Bing Map Terms of Service](#)

# This is your home page.

The screenshot shows the Versatrans Triptracker Today web application. At the top, there are three main navigation tabs: "Request a Trip", "View Calendar", and "Today". The "Today" tab is currently selected. To the right of these tabs is a navigation menu with "Support" and "Logout" links. Below the tabs, the page title is "Versatrans Triptracker Today". The main content area is divided into two sections: "Trip Requests Summary" and "System Messages". The "Trip Requests Summary" section shows that there are 1 trip scheduled today and 1 trip scheduled this week. The "System Messages" section contains a notice about trip changes, stating that any change in date/time, number of passengers, or number of buses requires contacting Chip Giles and Rebecca Cooley. On the right side of the page, there is an "Admin" menu with various options, including "Change User Profile", which is circled in yellow. A yellow box at the bottom right of the screenshot contains the text "This is where you would change your User Profile".

The first tab is for requesting a trip

The second tab is for viewing the calendar

The third tab is for the today screen which is your home page.

This is where you would change your User Profile

To Request a trip you will need to check the request a trip tab.

### Trip Request

Status: **Unsubmitted**

- Cancel
- Reactivate
- Clone
- Close
- Delete
- Approve
- Reject

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#) | [Attachments \(0\)](#)

#### Trip Details

**Any time there is a change to your trip as in date/time change, number of passengers or the number of buses or changing account names you must contact Chip Giles and Rebecca Corley by phone and email of the change.**

Trip Name:  Trip Date:

Trip Type:  Activity Type:

Reason for Trip:

Account:

Requester:   Expand Requester List

Account Notes:

PO Number:

Origin:   One-Way Trip

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...](#)

Date:  Time:



### Trip Request

Status: **Unsubmitted**

- Cancel
- Reactivate
- Clone
- Close
- Delete

---

- Approve
- Reject

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completed](#) | [Attachments \(0\)](#)

#### Trip Details

**Any time there is a change to your trip as in time change, number of passengers or the number of buses or changing account names you must contact Chip Giles and Rebecca Corley by phone and email of the change.**

Trip Name:  Trip Date:

Trip Type:  Activity Type:

Reason for Trip:

Account:

Requester:   Expand Requester List

Account Notes:

PO Number:

Origin:   One-Way Trip

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...](#)

In the trip name box always start the trip name with the school abbreviation.

### Trip Request

Status: **Unsubmitted**

- Cancel
- Reactivate
- Clone
- Close
- Delete
- Approve
- Reject

Trip Details | Trip Estimate | Directions

#### Trip Details

Any time there is a change to your trip as in date/number of passengers or the number of buses or changing account names you must contact Chip Giles and Rebecca Corley by phone and email of the change.

Trip Name:  Trip Date:

Trip Type:  Activity Type:

Reason for Trip:

Account:

Requester:   Expand Request

Account Notes:

PO Number:

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...](#)

Enter the trip date and it must be at least 10 working days in advance.

June, 2019

SUN	MON	TUE	WED	THU	FRI	SAT
22	26	27	28	29	30	31
23	2	3	4	5	6	7
24	9	10	11	12	13	14
25	16	17	18	19	20	21
26	23	24	25	26	27	28
27	30	1	2	3	4	5

Today Clear

Today's date

10 working days out

### Trip Request

Status: **Unsubmitted**

- Cancel
- Reactivate
- Clone
- Close
- Delete

- Approve
- Reject

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#) | [Attachments \(0\)](#)

#### Trip Details

Any time there is a change to your trip as in date/time change, number of passengers or the number of buses or changing account names you must contact Chip Giles and Rebecca Corley by phone and email of the change.

Trip Name:  Trip Date:

Trip Type:  Type:

Reason for Trip:

Account:

Requester:

Account Notes:

PO Number:

Origin:

Departure Date:

Return Date:

Return Time:

**Trip type means funding source.**  
**Please enter how this trip will be funded.**

### Trip Request

Status: **Unsubmitted**

- Cancel
- Reactivate
- Clone
- Close
- Delete

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

#### Trip Details

**Any time there is a change to your trip as in date/time change the number of buses or changing account names you must contact Rebecca Corley by phone and email of the change.**

Trip Name:  Trip Date:

Trip Type:  Activity Type:

Reason for Trip:

Account:

Requester:   Expand Request

Account Notes:

PO Number:

Origin:

Departure Date:  Departure Time:

Return Date:  Return Time:

Destinations:

- VARSITY WRESTLING
- 1ST GRADE
- 2nd GRADE
- 3RD GRADE
- 4TH GRADE
- 5TH GRADE
- 8TH GRADE
- 9TH GRADE BASEBALL
- 9TH GRADE BASKETBALL
- 9TH GRADE FOOTBALL
- Academic
- ACADEMIC BOWL
- ACADEMIC TEAM
- AFJROTC
- AP Biology
- ART CLUB
- Athletic
- BLACK HIST
- BOYS TRAC
- BROADCAST
- CAREER FC
- CHEERLEAD
- CHORUS
- CTAE
- DEBATE
- DECA
- DISCOVERY CLASS
- Drama
- EDUCATIONAL

**Activity Type should be entered here.**

# Trip Request

Status: **Unsubmitted**

- Cancel
- Reactivate
- Clone
- Close
- Delete

- Approve
- Reject

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#) | [Attachments \(0\)](#)

## Trip Details

**Any time there is a change to your trip as in date/time change, number of passengers or the number of buses or changing account names you must contact Chip Giles and Rebecca Corley by phone and email of the change.**

Trip Name:  Trip Date:

Trip Type:  Activity Type:

Reason for Trip:

Account:

Requester:   Expand Requester List

Account Notes:

PO Number:

Origin:   One-Way Trip

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...](#)



http://wvvt1.private.troup.k12.ga.us/Triptracker/TripRequest.aspx

Versatrans Triptracker Trip Re... x

File Edit View Favorites Tools Help

Home - Troup County Sch... Troup County Schools - Fr...

Request a Trip View Calendar Today

### Trip Request

Status: **Unsubmitted**

- Cancel
- Reactivate
- Clone
- Close
- Delete
- Approve
- Reject

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#)

#### Trip Details

Any time there is a change to your trip as in d.../time cha...s of  
the number of buses or changing account names you must con... and  
Rebecca Corley by phone and email of the change.

Trip Name:  Trip Date:

Trip Type:  Activity Type:

Reason for Trip:

Account:

Requester:   Expand Requester List

Account Notes:  Balance: \$10000.00

PO Number:

Origin:   One-Way Trip

Departure Date:  Departure Time:

Return Date:  Return Time:

Destinations:

There are 5 different accounts for the elementary schools, 9 for the middle school and 14 for the high school. You will need to read the name of the account carefully and make sure you are on the correct account in order for the trip to be approved. **This one is for regular bus trips.**

For the different Account Notes see next page.

**Regular Bus Account Notes.**

After approval by the Principal this request must be submitted through triptracker at least (10)working days prior to requested trip for approval by the Assistant Superintendent for Instruction. Any trips to be canceled must have a 24 hour notice or a 2 hour charge will apply.

**Non Bus Account Notes:**

This account is for use of cars with no more than 5 people in one vehicle. No more than 2 cars with 8 students can be used for a trip. If more than 8 students it must be a bus. After hour contacts "On Call Mechanic" 706-668-6816, Shop Supervisor 706-523-2775 or Assistant Shop Supervisor 706-523-2816. When you return the car you will need to refuel and clean it out.

**Overnight or Out of State Account Notes:**

After approval by the Principal, submit this request through triptracker to the Assistant Superintendent for Operations at least(40)Working DAYS prior to the requested trip. Any trips to be canceled must have a 24 hour notice or a 2 hour charge will apply. After hour contacts "On Call Mechanic" 706-668-6816, Shop Supervisor 706-523-2775 or Assistant Shop Supervisor 706-523-2816.

**ES Pre-K Account Notes:**

After approval by the Principal this request must be submitted through triptracker at least(10)working days prior to requested trip for approval by the Pre-k Director for Instruction. Any trips to be canceled must have a 24 hour notice or a 2 hour charge will apply. After hour contacts "On Call Mechanic" 706-668-6816, Shop Supervisor 706-523-2775 or Assistant Shop Supervisor 706-523-2816.

**Private Charter Account Notes:**

To use Private Charter Buses you must go to the TCSS web site. Look under Departments, Transportation, About Transportation and forms for employees. Look for the approved charter company list. Contact the coach lines for pricing. It must be approved by the Assistant Superintendent of Operations. You must include charter company insurance and pricing agreement as an attachment once the trip is saved in the system. This trip must be entered 40 day's in advance for Board approval.

Trip Estimate | Directions | Scheduling | Completion | Invoicing | Payment | Trip History | Attachments (0)

There is a change to your trip as in date/time change, number of passengers or number of buses or changing account names you must contact Chip Giles and Rebecca [redacted] phone and email of the change.

CES Uncle Bobs Farms Trip Date: 09/28/2018  
Student/Parent Paid Activity Type: 1ST GRADE

Trip: Learn About Raising Pumpkins

Callaway ES Bus

Laye, Jackie Expand Requester List

Notes: After approval by the Principal this request must be submitted at [redacted] Balance: \$8027.75

Callaway Elementary LaGrange Ga One-Way Trip

Date: 09/28/2018 Departure Time: 08:30 AM

Date: 09/28/2018 Return Time: 12:50 PM

Location: [redacted] Can't find your destination in the [redacted] Click here

**Time Thresholds are 6:00 am till 8:15 am and 2:00 pm till 4:45 pm. Buses are running routes and cannot make trips at these times. If required to leave during route times, a special request email from your principal is needed. You will be notified if buses and drivers are available.**

**Enter the requestor here.**

**Enter the location where your trip is to start.**

**Enter your start and end time. Don't forget the time thresholds**

**Enter the location where your trip is going here.**

http://wvvt1.private.troup.k12.ga.us/Triptracker/TripRequest.aspx?RecordID=25

File Edit View Favorites Tools Help

this request must be submitted at Balance

PO Number: [ ]

Origin: Callaway High School Hogansville Ga

Departure Date: [ ]

Return Date: [ ]

Destinations:

- 2 W R Columbus GA
- 21st Century Schools Atlanta GA
- 4 H Center Jekyll Island, GA
- 86 Tapas Bar, LaGrange, GA 30240
- A+Events Nashville TN
- Aaron Cohn Middle School Midland GA
- ABAC Tifton GA
- Achasta Golf Club Dahlonega, GA
- Active Life LaGrange Ga
- Adairsville High School Adairsville GA
- ADAMS FOOTBALL STADIUM
- Aertron LaGrange GA
- Agatha Christy's Mystery Dinner Atlanta GA
- Air Ventures LaGrange Ga
- Alabama Shakespeare Festival Montgomery AL
- Alabama State University Montgomery Al.
- Albany Civics Center Albany, GA
- Albany High School, Albany GA
- Albany State Univ. Albany GA
- Alex City Sportsplex, Alexander City, AL
- Alexander City Middle School Alexander City AL
- Alexander High School Douglasville GA
- All Pro Hyundai LaGrange GA
- All Star Music Hotel Kissimmee,FL
- Allatoona High School Acworth GA
- AMC Classic LaGrange Ga
- AMC Newnan 10 Newnan GA
- AmericasMart Convention Center Atlanta Ga
- Amicalola Falls Dawsonville GA

Destination: [ ]

Arrival: [ ]

Departure: [ ]

Click "Add" to add a new location to the list of destinations

Troup High School

Georgia National

Number Of: 3

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

Name: JJ's Peanut Farm Plains, GA

Address: 129 Hwy 280

City: Plains

State: GA

ZIP: 30952

Add Location Cancel

Remove Edit

Remove Edit

**If your location is not in the list on the left and it must be added, you must call the Transportation Trip Coordinator 706-812-7935 ext 5213**

Origin:   One-Way Trip  
Departure Date:  Departure Time:   
Return Date:  Return Time:

Destinations:

Destination:

Arrival: Date  Time   
Departure: Date  Time

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

Add

Destination	Arrival Date/Time	Departure Date/Time		
Oakhurst West Point GA	6/14/2018 9:00 AM	6/14/2018 11:30 AM	<a href="#">Remove</a>	<a href="#">Edit</a>

Number Of: Adults  Students  Wheelchairs  Vehicles   Special Accommodations

Contact Name:  x Contact Phone:

Notes:

Once you enter the location where your trip is going, then you will need to enter the time you should arrive at the location and the time you should depart from the location. Click add and it should show up in blue.

- Cancel
- Reactivate
- Clone
- Close
- Delete

---

- Approve
- Reject

### Trip Details

[Printer Friendly Version](#)

Trip Name: THS/CHS-SkillsUSA  
Trip ID: 25951  
Trip Date: 10/5/2018  
Trip Type: CTAE / COMPETITION  
Activity: SKILLS USA  
Reason for Trip: Design Competitions, leadership rally  
Submitter: dunnm

Requester: Dunn, Tyler  
Account: THS CTAE  
Account Notes: After approval by the Principal this request must be submitted at least(10)working days prior to request for approval by the Assistant Superintendent for Instruction. Any trips to be canceled must have a 72 hour notice or a 2 hour charge will apply.After hour call on call mechanic 706-668-6816, Shop Supervisor 706-523-2775 or Assistant Shop Supervisor 706-

PO Number:

Origin: Callaway High School Hogansville  
Origin Departure Date/Time: 10/5/2018 6:40 AM  
Origin Return Date/Time: 10/5/2018 5:30 PM

Destination	Arrival Date/Time	Departure Date/Time
Troup High School	10/5/2018 6:55 AM	10/5/2018 7:00 AM
Georgia National Fairgrounds Perry GA	10/5/2018 9:00 AM	10/5/2018 3:00 PM

No. of Adults: 3  
No. of Students: 48  
Special Accommodations: No  
No. of Wheelchairs: 0  
No. of Vehicles: 1

Contact Name: S. Webb

If you are going to multiple locations you MUST include them in the trip and adjust the date and time accordingly. To add locations to your trip repeat slide 14. Always include other location as in team meals, other schools going, etc.

http://wvvt1.private.troup.k12.ga.us/Triptracker/TripRequest.aspx

Versatrans Triptracker Trip Re...

Home - Troup County Sch... Troup County Schools - Fr...

PO Number:

Origin:   One-Way Trip

Departure Date:  Departure Time:

Return Date:  Return Time:

Destinations:

Destination:  [Can't find your destination? Click here to add a new destination.](#)

Arrival:

Departure:

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

Destination	Arrival Date/Time	Departure Date/Time	Remove	Edit
Union Farm Newnan, GA	9/28/2018 12:45 PM	9/28/2018 12:45 PM	<input type="button" value="Remove"/>	<input type="button" value="Edit"/>

Number Of:  Adults  Students  Wheelchairs  Vehicles  Special Accommodations

Contact Name:  Contact Phone:

Notes:

**You must list the number of adults, students, wheelchairs and total number of vehicles. Elementary students ride 3 to a seat on a 72 or 84 passenger bus. Remember to subtract 2 students for every 1 adult.**

**For middle and high students, you can only transport 2 to a seat. On a 72 passenger bus you can transport 48, 2 to a seat and on an 84 passenger bus you can transport 56, 2 to a seat.**

**Special Accommodations should be checked if you need storage room or have a wheel chair, etc.**

### Trip Request - Trip ID: 23407 CES Butts Mill farm

Viewing record #41 of 43 search results: [Previous](#) | [Next](#)

Status: **Closed**

Cancel

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#) | [Attachments \(0\)](#)

#### Trip Details

Destination:

Arrival: Date: 09/28/2018 Time:

Departure: Date: 09/28/2018 Time:

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

Add

No destinations have been added for this trip.

Adults: 4 | Students: 80 | Wheelchairs: 0 | Vehicles: 1 |  Special Accommodations

Contact Name: Jim Bo Billy Bob | Contact Phone: 706-55B-R549

Notes: Please send bus with extra storage space.

Cost Per Student: \$4.57

Express Trip

Submit

Cancel

Trip contact name and phone number goes here. It must be a person on the bus.

There is now a cost per student tab. To get the cost per student, go to the top of page and click the estimate tab. Open trip directions/mapping tool and calculate directions, click use estimated distance for this trip and close this page. Now click calculate at the bottom of the page. This total should be divided by the number of students. The total is cost per student. Click detail tab to return to request page. Now enter Cost per student Example total cost is \$365.70 divided by 80 students to (\$4.57). See next page for directions

Once all is entered  
Please review  
and make  
sure correct  
then press  
submit

Destinations:

Destination:

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

Arrival: Date  Time

Departure: Date  Time

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

Add

[No Title]

Destination	Arrival Date/Time	Departure Date/Time		
Oakhurst West Point GA	6/14/2018 9:00 AM	6/14/2018 11:30 AM	<a href="#">Remove</a>	<a href="#">Edit</a>

Adults Students Wheelchairs Vehicles  
Number Of:      Special Accommodations

Contact Name:  Contact Phone:

Notes:

Express Trip

Submit

Cancel

## To get an estimated cost for Trip

### Request a trip

**Trip Name:** Example (HGES Floating Class Room)

**Trip Date:** Example (Date you are going)

**Trip Type:** How you are paying for it (Example – Internal Account Fund)

**Activity Type:** Who is going (Example – 2<sup>nd</sup> Grade Class)

**Reason for Trip:** Why are you going on this trip?

**Account:** Who's paying for trip (Example – Hogansville ES)

**Origin:** Where you are leaving from (Example - Hogansville Elementary School)

**Departure Time:** Time leaving the school (Example - 8:30am)

**Return Time:** Time returning to school (Example - 1:45pm)

**Destination:** Where you are going (Example – Pyne Road Park)

**Arrival Time:** Time that you will arrive at destination (Example - 9:00am)

**Departure time:** Time you will leave to head back to school (Example – 1:15pm)

**Click: “Add”**



**Number of Adults:** Example – 4

**Number of Students:** Example – 80

**Number of Wheelchairs:** number if you need any

**Vehicles:** Number of buses needed (Example – 2)

**Click: “Trip Estimate”** At top of page

**Click: “Open Trip Directions/Mapping Tool”**

**Destinations:** Where you are going

**Location:** (Example – Pyne Road Park)

**Click: “Calculate Directions”**

**Use estimated distance for this trip**

**Click: “Ok”**

**Close:** At top

**Click: “Calculate”** Estimate Total

**Cost per students: divide estimate total by number of students going (\$324 divided by 80 students = \$4.05 per student)**

**(Please remember this is an only estimate actual miles and time may vary).**

### Trip Request - Trip ID: 25839 THS Swimming

Status: **Scheduled**

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

---

- [Approve](#)
- [Reject](#)

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#) | [Attachments \(0\)](#)

#### Trip Details

[Printer Friendly Version](#)

Trip Name: **THS Swimming**  
Trip ID: **25839**  
Trip Date: **10/23/2018**  
Trip Type: **Exceptional Education**  
Activity: **EDUCATIONAL**  
Reason for Trip: **Therapy**  
Submitter: **jeffrieskl**

Requester: **Jeffries, Kellie**  
Account: **Exceptional Education**  
Account Notes: **After approval by the Principal this request must be submitted at least(10)Working days prior to requested trip for approval by the Assistant Superintendent for Instruction. Any trips to be canceled must have a 24 hour notice or a 2 hour charge will apply. After hour contacts on call mechanic 706-668-6816, Shop Supervisor 706-523-2775 or Assistant Shop Supervisor 706-523-2816.**

PO Number:

Origin: **Troup High School**  
Origin Departure Date/Time: **10/23/2018 9:15 AM**  
Origin Return Date/Time: **10/23/2018 12:30 PM**

Destination	Arrival Date/Time	Departure Date/Time
Troup Co. Parks & Recreation	10/23/2018 10:00 AM	10/23/2018 12:00 PM

If you need to do a trip several times through the year, use the clone tab and change the date and any other information that might need to change, then save.

## Trip Request - Trip ID: 25839 THS Swimming

Status: **Scheduled**

 [Cancel](#)

 [Reactivate](#)

 [Edit](#)

 [Close](#)

 [Delete](#)

[Approve](#)

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#) | [Attachments \(0\)](#)

### Trip Details

Trip Name:  
Trip ID:  
Trip Date: **10/23/2018**  
Trip Type: **Exceptional Education**  
Activity: **EDUCATIONAL**  
Reason for Trip: **Therapy**  
Submitter: **jeffrieskl**

Requester: **Jeffries, Kellie**  
Account: **Exceptional Education**  
Account Notes: **After approval by the Principal this request must be submitted at least (10) Working days prior to request trip for approval by the Assistant Superintendent of Instruction. Any trips to be canceled must have a 24 hour notice or a 2 hour charge will apply. After hour call on call mechanic 706-668-6816, Shop Supervisor 706-523-2775 or Assistant Shop Supervisor 706-523-2775**

PO Number:

Origin: **Troup High School**  
Origin Departure Date/Time: **10/23/2018 9:15 AM**  
Origin Return Date/Time: **10/23/2018 12:30 PM**

Destination	Arrival Date/Time	Departure Date/Time
Troup Co. Parks & Recreation	10/23/2018 10:00 AM	10/23/2018 12:00 PM

If for any reason your trip is canceled and it needs to be reschedule, open the trip, click edit and change the date and all other information needed to change and then click reactivate.

If you need to cancel a trip click the cancel tab above. You will need to enter a reason for the cancel and click cancel again. You Must notify Transportation that the trip has been canceled.

http://wvvt1.private.troup.k12.ga.us/Triptracker/TripRequest.aspx?RecordID=25; Versatrans Triptracker Trip Re...

Status: **Scheduled**

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

[Approve](#)  
[Reject](#)

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#) | [Attachments \(0\)](#)

Date/Time	Status	Comment	Username	Email Log
8/17/2018 9:12 AM	Requested	Trip Submission.	drakekl (Drake, Kathy)	3 Emails <a href="#">[Resend Email]</a> Date/Time Address 8/17/2018 9:12 AM drakekl@troup.org 8/17/2018 9:12 AM johnsonpj@troup.org 8/17/2018 9:12 AM drakekl@trou
8/17/2018 9:20 AM	Requested		drakekl (Drake, Kathy)	1 Email <a href="#">[Resend Email]</a> Date/Time Address 8/17/2018 9:20 AM corleyrd@trou
8/17/2018 9:42 AM	Requested	Trip Submission.	corleyrd (Corley, Rebecca)	1 Email <a href="#">[Resend Email]</a> Date/Time Address 8/17/2018 9:42 AM corleyrd@trou
8/17/2018 9:42 AM	Approved		corleyrd (Corley, Rebecca)	7 Emails <a href="#">[Resend Email]</a> Date/Time Address 8/17/2018 9:42 AM drakekl@trou 8/17/2018 9:42 AM johnsonpj@trou 8/17/2018 9:42 AM johnsonpj@trou
9/4/2018 9:22 AM	Scheduled	Trip Scheduled.	corleyrd (Corley, Rebecca)	2 Emails <a href="#">[Resend Email]</a> Date/Time Address 9/4/2018 9:22 AM drakekl@troup.org 9/4/2018 9:22 AM johnsonpj@troup.org

Each underlined tab across the top tells you where the trip is in the approval path.

Also, under trip history you can follow the email trail. Click on the number of emails and will open to see who has it last. Once you see "corleyrd@troup.org" beside scheduled it is ready to go.

If you are an approver, from the Today screen you would click here to see your trips that are waiting for approval.

The screenshot shows the 'Versatrans Triptracker Today' web application. The browser address bar shows 'http://www1.private.t...'. The navigation menu includes 'Request a Trip', 'View Calendar', and 'Today'. The main content area is divided into two sections:

- Trip Requests Summary:**
  - You have [0 trip requests pending your approval.](#)
  - There are:
    - [5 trips scheduled today](#)
    - There are 6 vehicles scheduled today.
  - Calendar view:
    - [5 trips scheduled today](#)
    - [27 trips scheduled this week](#)
  - There are items:
    - Awaiting approval:** [12 items](#)
    - To be scheduled:** [13 items](#)
    - To be completed:** [22 items](#)
    - To close:** [0 items](#)
- System Messages:**

**Any time there is a change to your trip as in date/time change, number of passengers or the number of buses or changing account names you must contact Chip Giles and Rebecca Corley by phone and email of the change. Please note: When requesting a trip the trip name should start with your school abbreviation. The trip type now is used for funding source. Also below the notes box is a cost per student box. Please be sure to enter cost per student.**

Basic Search

Advanced Search

Trip ID:

Requester:

Approver:

Driver:

Completed Date: From

To

Trip Status: Requested



Trip Name:

Account:

Trip Date: From

To

Search

Clear

Your trips will be listed below in blue. Now click on the underlined part to open the trip.

Search Results

[Print Search Results](#)

<u>Trip ID</u>	<u>Status</u>	<u>Trip Name</u>	<u>Requester</u>	<u>Account</u>	<u>Trip Date</u>	<u>Requester</u>
26153	Requested	<u>SSC: Mental Health</u>	Meeting	Student Services Non Bus	9/25/2018	Bowie, Gayle
26148	Requested	<u>RES-Hills and Dales</u>	5th Grade Field Trip	Rosemont ES	10/2/2018	Adams, Dana
26147	Requested	<u>RES-Hills and Dales</u>	5th grade Field Trip	Rosemont ES	10/2/2018	Adams, Dana
26182	Requested	<u>CMS FOOTBALL</u>	GAME	CMS Athletics Overnight or Out of State	10/4/2018	Tucker, Travis Tray
26174	Requested	<u>HHE Special Day</u>	Special Day	Exceptional Education	10/4/2018	Jeffries, Kellie
26206	Requested	<u>CHS CHEERLEADERS</u>	GAME	CHS Athletics Bus	10/5/2018	Tucker, Travis Tray
26205	Requested	<u>CHS BAND</u>	GAME	CHS Athletics Non Bus	10/5/2018	Tucker, Travis Tray
26204	Requested	<u>CHS BAND</u>	GAME	CHS Athletics Bus	10/5/2018	Tucker, Travis Tray
26203	Requested	<u>CHS FOOTBALL</u>	GAME	CHS Athletics Bus	10/5/2018	Tucker, Travis Tray
26199	Requested	<u>CMS</u>	8th Grade Tour KIA & THINC Academy	Secondary Curriculum	10/5/2018	Chaffin, Angela

Status: **Requested**

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

Comments:

[Approve Trip](#)

---

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

### Trip Details

[Printer Friendly Version](#)

Trip Name: **RES-Hills and Dales**  
 Trip ID: **26147**  
 Trip Date: **10/2/2018**  
 Trip Type: **General Fund**  
 Activity: **5TH GRADE**  
 Request: **5th grade Field Trip**  
 Submitter: **adamsde**

---

Requester: **Adams, Dana**  
 Account: **Rosemont ES**  
 Account Notes: **After approval by the Principal this request must be submitted at least(10)Working days prior to request trip for approval by the Assistant Superintendent for Instruction. Any trips to be canceled must have a 2 week notice or a 2 hour charge will apply. After hour contact on call mechanic 706-668-6816, Shop Supervisor 706-523-2775 or Assistant Shop Supervisor 706-523-2775**

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PO Number:

---

Origin: **Rosemont Elementary**  
 Origin Departure Date/Time: **10/2/2018 8:30 AM**  
 Origin Return Date/Time: **10/2/2018 12:00 PM**

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Destination	Arrival Date/Time	Departure Date/Time
Hills & Dales LaGrange, GA	10/2/2018 8:45 AM	10/2/2018 11:45 AM

---

No. of Adults: **3**

Once the trip is open, read through the trip to see if it is accurate. If all is ok, then click on the approve tab on the left. Another box will open for comments. Click on the bottom approve trip tab. If the trip is not approved, then click the reject tab and enter in the comments area the reason why rejected.

### Trip Request - Trip ID: 16084 Berta Weathersbee Pre-K Class

Viewing record #27 of 200 search results: Previous Next

Status: **Awaiting Payment**

- Cancel
- Reactivate
- Clone
- Approve
- Reject

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

#### Invoicing

Invoice Date: 06/12/2018

Total percent billed must equal 100%

Account	% to Bill	Invoice #
Berta Weathersbee ES Bus	100%	1016037

PO Number:

#### Driver Pay Rates

Larson, Vicky

#### Charges

Trip Charges

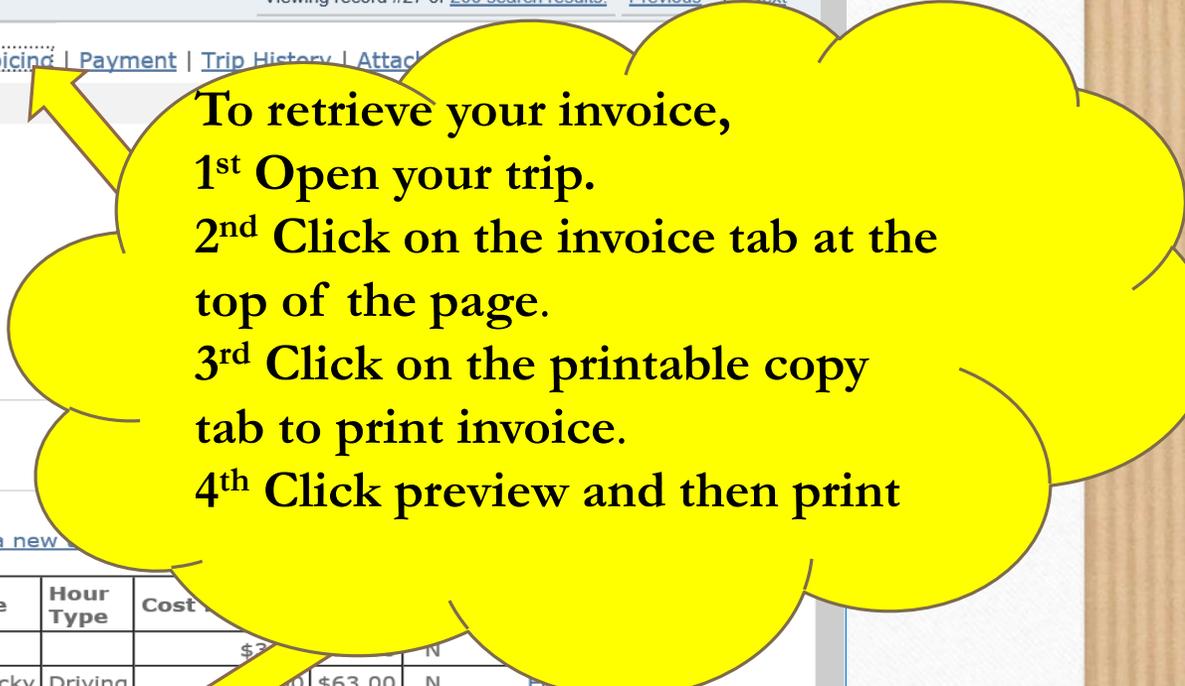
Description	Quantity	Charge Type	Employee	Hour Type	Cost
Distance Rate for vehicle 0688	22	Vehicular			\$22.00
Total time for the driver: Larson, Vicky	3	Labor	Larson, Vicky	Driving	\$63.00

#### Invoice Charges

No charges available for this invoice.

Trip Charges Sub-Total: \$134.50  
Invoice Charges Sub-Total: \$0.00  
Tax: \$0.00  
**Invoice Total: \$134.50**

Save Invoice Regenerate Invoice Printable Copy



## Paying for Trip Tracker Invoices

**If paying a invoice with general funds: Print off the invoice, write the account number for payment, get approval signature, and send to Amber Alford in the Finance Department.**

**If paying a invoice with internal funds: Create a PO. Print off the invoice and write "Ready to Pay". Send invoice to Brandi Sheppard in the Finance Department.**