

1:STEP

Employee Leave Request

NEW STUDENT TRAVEL REQUEST

How is the Request being funded?


Regular Budget No Cost

Trip Type

Out of State Out of Valley-same day

Overnight (Out of Valley) In-Valley

In-District

 NEXT

2:STEP

New Employee Leave Request


Is there Cost Associated with the Request?

Yes No

Trip Type

Out of State Out of Valley-same day

Overnight (Out of Valley) In-Valley

 NEXT

3:STEP

DESTINATION DETAILS

EmployeeID <input type="text"/>	Get Name	Sponsor <input type="text"/>	
Campus <input type="text" value="EMENTARY"/>	▼	Organization <input type="text" value="HEAR IMPAIRED-315"/>	
Attendees		Club Account(s)	
# Students <input type="text" value="1"/>	# Employees <input type="text" value="1"/>	# Non-Emps <input type="text" value="0"/>	# BusDrivers <input type="text" value="1"/>
Event Type <input type="text" value="Public Law Event"/>	▼	Address <input type="text" value="Enter a location"/>	
Activity Title <input type="text" value="MIDDAY - HOME TO SCHOOL"/>		City <input type="text"/>	
Location <input type="text" value="FRONT OF SCHOOL"/>	State <input type="text" value="TX"/>	County <input type="text" value="Cameron"/>	
Multiday Input			
Travel Dates		Attendance Dates	
FROM <input type="text" value="1/5/2022"/>	TO <input type="text" value="6/2/2022"/>	FROM <input type="text" value="1/5/2022"/>	TO <input type="text" value="6/2/2022"/>
Travel Times			
Departure <input type="text" value="11:00 AM"/>	Return <input type="text" value="12:00 PM"/>		
Event Description		Other Employees	
Destination Notes			
Method of Transportation			
<input checked="" type="checkbox"/> School Bus	<input type="checkbox"/> Plane	<input type="checkbox"/> Other	Other explain: <input type="text"/>
Destination details successfully updated 8:31:47 AM			
Update			

4:STEP

The screenshot shows a software window titled "Event Day Row Maintenance" with a "NEW ROW" form. The form has a yellow background and a blue header. It includes radio buttons for "Single Entry" and "Multi Day Entry", with "Multi Day Entry" selected. Below this is the instruction "select the frequency below" followed by five checked checkboxes for "MON", "TUE", "WED", "THR", and "FRI". The form contains several input fields: "Event Date" with a calendar icon, "Activity Title" containing "ABBR", "Address" containing "ementary School, East Alton Gloor Bou", "Time From" set to "11:00 AM", and "Time To" set to "12:00 PM". At the bottom, there are radio buttons for "Requires Bus" with "Yes" selected, and a "SAVE" button with a floppy disk icon.

Event Day Row Maintenance

NEW ROW

Single Entry Multi Day Entry

select the frequency below

MON TUE WED THR FRI

Event Date

Activity Title

Address

Time From

Time To

Requires Bus Yes No

SAVE

5:STEP


Multiple Event Days Detail

ADD EVENT


Page size: 23 97 items in 5 pages


Day	dow	Activity Description	Time From	Time To	Bus?	Edit	Del
01/05/2022	Wed	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/06/2022	Thu	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/07/2022	Fri	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/10/2022	Mon	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/11/2022	Tue	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/12/2022	Wed	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/13/2022	Thu	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/14/2022	Fri	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/18/2022	Tue	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/19/2022	Wed	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/20/2022	Thu	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/21/2022	Fri	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/24/2022	Mon	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/25/2022	Tue	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/26/2022	Wed	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/27/2022	Thu	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/28/2022	Fri	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
01/31/2022	Mon	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
02/01/2022	Tue	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
02/02/2022	Wed	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		
02/03/2022	Thu	ABBR- HOME TO SCHOOL	11:00AM	12:00PM	<input checked="" type="checkbox"/>		


6:STEP



Brownsville ISD


Travel ID# 36321


Dashboard 


 Travel Type


 Destination Details


 Email Subscribers


 Meals


 Lodging


 Bus Request


 Expenses


 Budget Accounts

 Attachments


Actions 

 Submit Request

 Delete Request

 Print Request

Student Travel Dashboard

 [Back to Main](#)

WebTravel

SELECT
Bus Request

7:STEP

TRANSPORTATION VEHICLE REQUEST			
Attendees			
# Students	# Employees	# Non-Employees	
1	1	0	
Event Type	Public Law Event	Address	
Activity Title	MIDDAY - HOME TO SCHOOL	City	
Location	FRONT OF SCHOOL	State	TX County Cameron
TRAVEL DATES		TRAVEL TIMES	
FROM 1/5/2022 TO 6/2/2022		Departure 11:00 AM Return 12:00 PM	
Sponsor	<input type="text"/>	Loading Zone	HOME TO SCHOOL
Phone #	<input type="text"/>	Conf.Time	ALL DAY
BUSES			
# Buses	<input type="text"/>	# Sp. Needs	1
		# Wheel Chairs	0
<input type="button" value="Special Instructions"/>			
<input type="button" value="Save"/>			

8:STEP

DOCUMENT UPLOADS

FILE TO UPLOAD

Type: Invitational Letter

Select a file

File: Choose File No file chosen

File: *BURNS ABBR.pdf*

Uploaded successfully 1/11/2022 8:44:14 AM

Upload

UPLOADED FILES

File Name	Type	Explain	Date	Size	Delete
<i>BURNS ABBR.pdf</i>	Invitational Letter		01/11/2022	45 KB	

BEFORE SUBMITTING LOOK AT PRINT REQUEST TO VERIFY ALL INFORMATION AND THAT YOU DO SEE ALL TRIP TICKETS (MULTIPLE DAYS).

FINALLY SUBMIT REQUEST