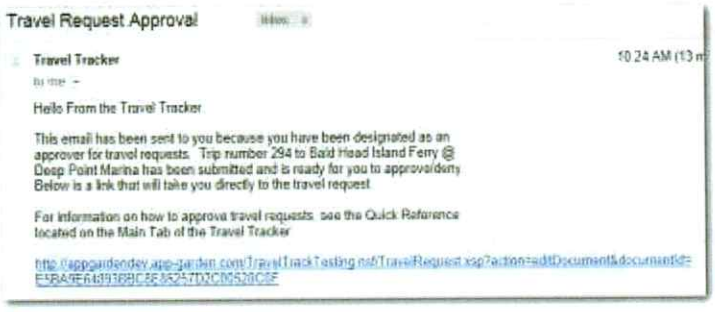
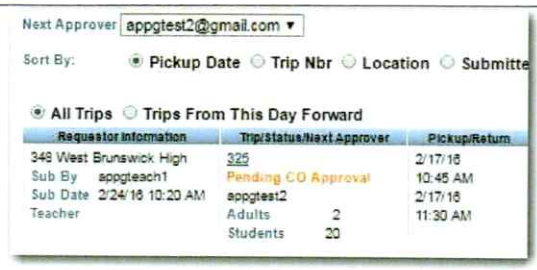
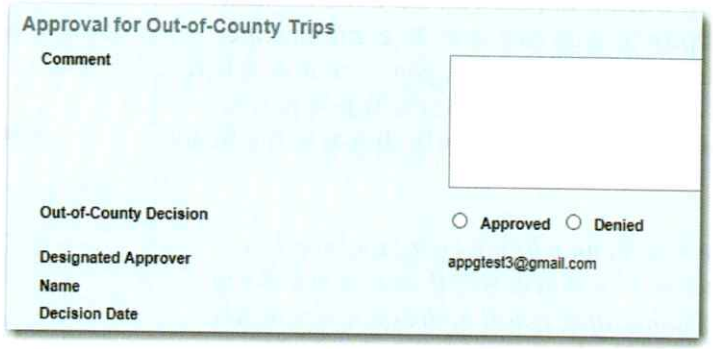
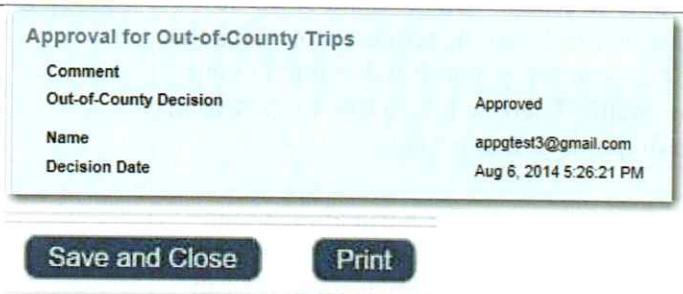
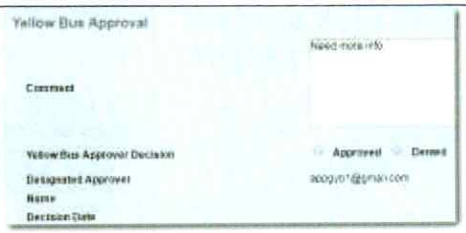
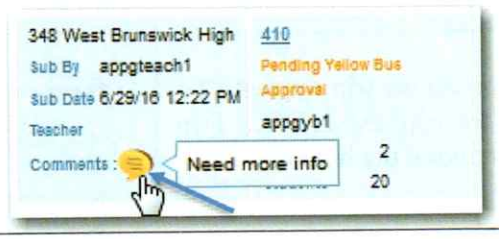
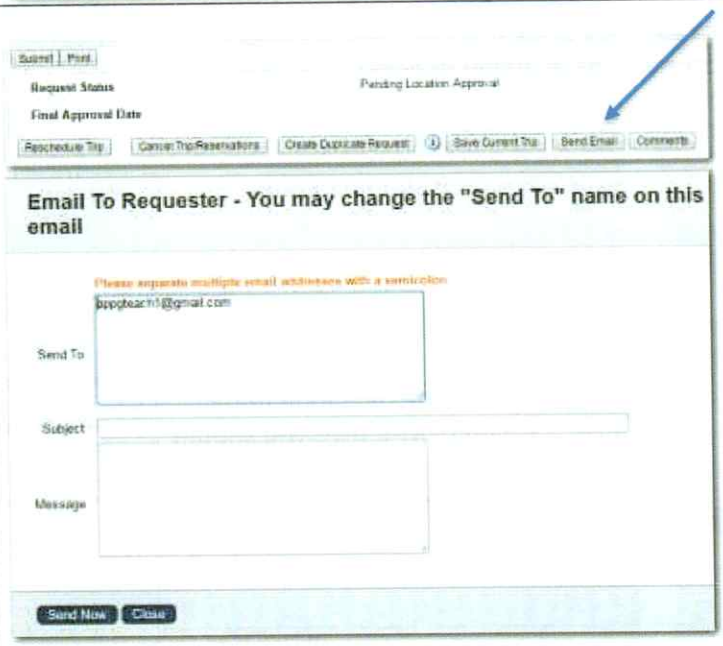
	

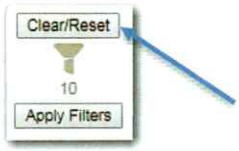
Approving a Trip

There are 2 ways to access trips that are waiting on your approval. The first is through the email that you will receive when a user requests a trip that needs your approval along the way. In the email that you receive, there will be a link listed. When you click on the link, you can sign in and access the trip needing approval immediately.	
The second way is to access trips needing approval using the menus on the system. If you are an approver, when you sign in, the Travel Tracker will automatically open at the Trip Approval Tab. The first option will be Waiting on My Trip Approval.	
If you approve from the Waiting on My Approval option, a list of all the trips that are waiting for your approval will be listed. There are several options available for sorting the trips. *Tip: By default, the system will show you "Trips from this day forward". To see all trips or trips from passed dates, use the "All Trips" option.*	
You will be shown a list of trips that require your approval. Each trip listed is several lines long and can be opened individually to review	

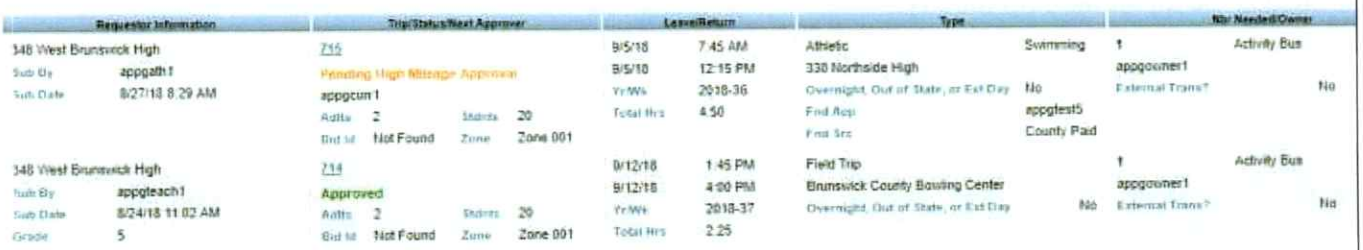
the information and approve. Click anywhere on the trip information to open the trip request.	
Review the information on the trip request. To see a cost estimate of the trip, expand the "Trip Estimate" located just above the blue approval sections. Once expanded, the total cost and cost per student will be available for you to review.	
The Approval sections are shown in blue. Enter comments if desired. To approve the trip request, click on the circle to the left of "Approved". To deny the request, click on the circle to the left of "Denied". If you deny a trip, you should enter the reason why in the comment area. These comments will be emailed back to the requestor along with the indication that the trip has been denied.	
Once you select your option you will see the Approved/Denied, your email and the date. *Tip: If your email and the date does not show, check the request for missing information on the form such as a budget code.* You can click on Print to print the trip request if desired, but you can always view the request online. Click on Save and Close to save your changes.	
If more information is needed before the trip can be approved, add the comments to the comment section and then save without selecting an approver decision.	

This will create a comments icon that will be displayed on the "Waiting on My Trip Approval" screen and it will be seen be the trip requester on the "Your Trip Request" screen	 
If you would like to email any information to the trip requester or anybody else associated with the trip, click on the Send Email button before you save the request. This provides an easy way to communicate about the trip. This will open a window where you can type a message to the trip requester. Their email is automatically shown in the Send To: box. *Note – you can edit the email and send to someone else if needed. If you would like to send to multiple email addresses, you need to put a semi-colon between the email addresses.* Your email address will automatically be sent as the reply to email. Click "Send Now" to send the email. When the requester receives the email, they can reply, and it will come to your regular email. There will be a link to the trip in the email message that is sent.	
All emails that are sent for a trip are listed in the Email Audit log located near the bottom of the trip request (note you may need to refresh the screen to see an email that was just sent). If you hover over the envelope icon you can see the text of the email.	

To clear filters, click on the Clear/Reset button.



Once you click on the Apply Filters button, trips that meet the search criteria entered will appear in the list.



Examples of filtering:
Filter by Status of Cancelled to see all cancelled trips.
Filter by Trip Type of Field Trip to see all field trips. You can select other filters such as the Submitter (the person requesting the trip).

Daily Vehicle Schedule

The Daily Vehicle Schedule option under the Approvers Tab allows you to print out a schedule for a specified date range.

Using the drop-down arrows, select your start date and end date. The Reset button will reset the dates.

Click on Print at the bottom of the list to print the list of trips for the specified date range.

To print trip tickets, click on the Print Trip Tickets for All. To print a trip ticket for a specific trip, open the trip and use the Print Trip Ticket buttons located in the request.

