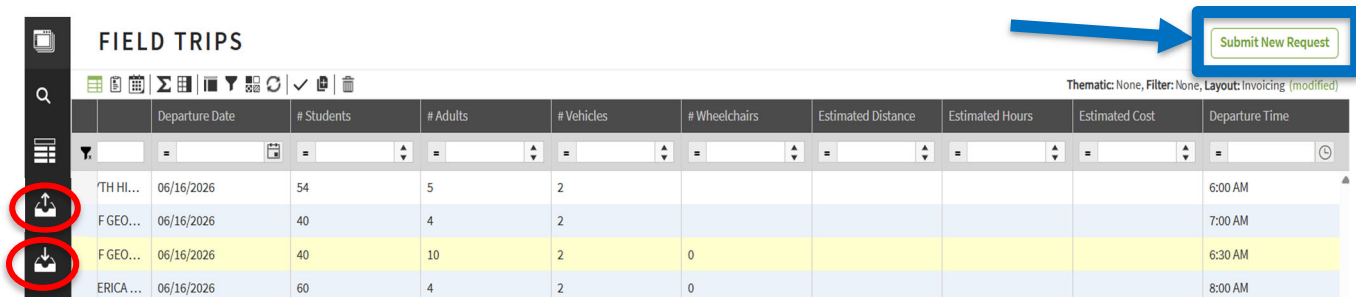


Creating a Field Trip Request - Tripfinder

Use the following steps to create a field trip request.

Click the **Submit New Request** button at the **top right** of the Tripfinder page. This button is visible when the user is **viewing the Field Trips**, **My Submitted Requests**, or **My Pending Approvals** grid. All options are icons on the side navigation panel.



	Departure Date	# Students	# Adults	# Vehicles	# Wheelchairs	Estimated Distance	Estimated Hours	Estimated Cost	Departure Time
TH HI...	06/16/2026	54	5	2					6:00 AM
F GEO...	06/16/2026	40	4	2					7:00 AM
F GEO...	06/16/2026	40	10	2	0				6:30 AM
ERICA ...	06/16/2026	60	4	2	0				8:00 AM

Complete the request form providing all trip details. Complete any required fields (*).

GENERAL INFORMATION

Name: Create a name for the school field trip. Example- HUIE GR 5 ZOO 8/3/26

NAME * TEST ENTRY HUIE GR 5 ZOO

School: From the drop-down list, select your school's name.

Departure Location: Type in the departure address.

Department: Select the approving department from the provided drop-down list.

Activity: Select an activity for the field trip from the provided drop-down list.

Depart Date: Date field to enter the date the field trip begins. Click on the calendar icon to display the date picker tool. (View screenshot below).

Time: The departure time for the field trip. **Click on the clock icon** in this field to display the clock picker tool. (View screenshot below)

DEPART DATE/TIME *
08/03/2026 12:00 AM

RETURN DATE/TIME
None

TRIP DETAILS ▾

DESTINATION *
None

DESTINATION STREET
None

TRIP TYPE *
None

AUGUST 2026

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

MONDAY, JULY 20, 2026

Click on the calendar icon.

Choose the date of the trip.

Click on the clock icon.

Then select the time by **clicking upper and lower arrow** as shown below

09 : 00 AM

Return Date/Time: Date field to enter the date the field trip ends. Click on the calendar icon to display the date picker tool. Return time of the field trip. Click on the clock icon in this field to display the clock picker tool.

TRIP DETAILS

Destination- From the provided drop-down list, select a field trip destination.



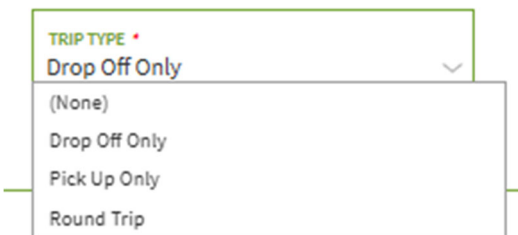
DESTINATION *

None

- 11TH HOUR SCENE SHOP & STUDIO
- 13 Stories Haunted House
- 185th Airlift Wing, Savannah International
- 18th Street Baptist Church
- 191 Peachtree Tower
- 1st African Baptist Church
- 200 Peachtree Building
- 4-H Center

Destination Street- The destination address will populate from the selected destination.

Trip type- Choose a trip type from the list.

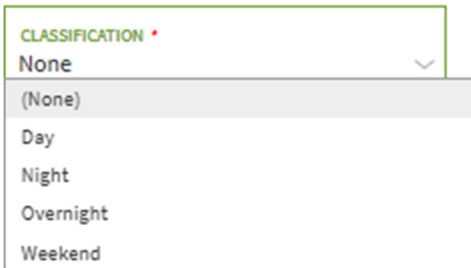


TRIP TYPE *

Drop Off Only

- (None)
- Drop Off Only
- Pick Up Only
- Round Trip

Classification- Choose the classification of the trip from the provided list.



CLASSIFICATION *

None

- (None)
- Day
- Night
- Overnight
- Weekend

Lodging location- If the trip is an overnight trip, provide the address of the overnight lodging.

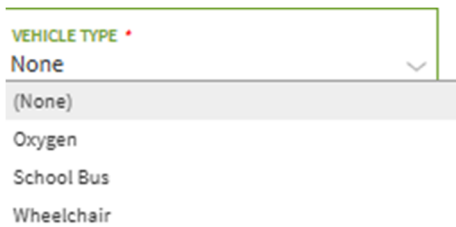
#Students- Enter the number of students for transport.

#Adults- Enter the number of adults for transport.

#Vehicles- Enter the requested number of vehicles needed for transport.

#Wheel Chairs- Enter the number of wheel chairs to transport.

Vehicle type- From the drop-down menu, select the type of vehicle needed.

A screenshot of a web form's dropdown menu for 'VEHICLE TYPE'. The menu is open, showing a list of options: '(None)', 'Oxygen', 'School Bus', and 'Wheelchair'. The current selection is 'None', indicated by a small downward arrow next to it. The dropdown is outlined with a green border.

Notes- Add any critical notes for transportation to review.

TRIP STOPS

Meal stops- Select yes or no if a meal stop is needed.

Meal stop location- Provide the name of the meal stop ex. Chick Fil A

Additional stops 1- Enter an additional destination if the field trip is going to additional locations.

Additional stops 2- Enter an additional destination if the field trip is going to additional locations.

Additional stops 3- Enter an additional destination if the field trip is going to additional locations.

CONTACT INFO

Contact- Field trip contact name. This should be an adult going on the field trip in the case of an emergency while off school grounds.

Phone- Field trip contact phone number.

Once you complete all of the entries, **click Save** at the bottom. This completes the requester portion of the data entry and the request has been submitted for approval.

A screenshot of the bottom of the form, showing a horizontal bar with four buttons: 'Save', 'Save as Template', 'Save & Close', and 'Close'. A red arrow points to the 'Save' button, which is highlighted with a red background.