

## Instructions for requesting Trips in Triptracker

1. Review SOP 7.5 "Field Trip and Excursion Guidelines by clicking here:  
[http://boe.jeff.k12.wv.us/cms/lib02/WV01001913/Centricity/Domain/54/Field\\_Trip\\_Guidelines\\_10\\_27\\_2014-1.pdf](http://boe.jeff.k12.wv.us/cms/lib02/WV01001913/Centricity/Domain/54/Field_Trip_Guidelines_10_27_2014-1.pdf)
2. You must have a username and password to request a trip where school buses are planned for the mode of transportation. See your building Administrator to obtain a username and password (Building Administrator – Contact the Transportation Department and provide the user's name and email address).
  - ❖ For other modes of transportation, go to and log in to [My Learning Plan](#).
3. [Once logged into triptracker](#), click on "Request a Trip" in the upper left hand corner of the screen.
4. DO NOT SUBMIT TRIP UNTIL ALL INFORMATION IS ENTERED - # 29 below.
5. Trip Name: enter your school initials, then to the location you are requesting to go (e.g. WDI to Air Guard)
6. Trip Date: Enter the date of the trip
7. Trip Type: Determine from the drop down list, which best describes your request. Please note: "In County" is defined as a trip which occurs anywhere that can depart by 9:00 am and return by 1:30 pm and does not necessarily mean trips that occur within Jefferson County. In addition, "Out of County" is defined as a trip that occurs anywhere that will depart after 1:30 pm or one that occurs on a weekend and does not necessarily mean a trip that travels outside of Jefferson County.
8. Activity Type: Determine from the drop down list, which best describes your request
9. Reason For Trip: Enter a short description, similar to item 7 on the traditional trip request form (Give an Explanation of the fields trip. Indicate how this trip relates to the curriculum and what educational outcomes are expected.)
10. Account: Determine from the drop down list, which best describes your request.
11. Requester: This should be your name
12. Account Notes: Please review any notes for information pertaining to the account chosen
13. PO Number: Enter the Account code/funding source here. You may also indicate if a third party will be paying for the trip, such as parents, etc.
14. Departure Date: Should match the Trip date
15. Departure Time: Should be the time you would like to depart from your school.
16. Return Date: Unless it is an over night trip, this date should also match the trip date.
17. Return Time: Enter the estimated time you plan to return back to the school of origin (your school)
18. Destination: Find the location from a significant choice in the drop down to where you plan to go.
19. Arrival: Date should again match the trip date and time should be the time you expect to arrive at the destination
20. Departure: Date should match trip date and the time should be the estimated time you plan to leave from the destination.
21. Click "Add". The Destination information will now appear under "Add"
  - If you receive an error message, refer to the Figure A Trip Request located at the end of this document for assistance.
22. Number of: Complete the information for Adults (Chaperones), Students, Wheelchairs, and Vehicles.
23. If Special Accommodations are requested, check the box and enter your request in "Notes" at the bottom.
24. Contact Name: Enter the name of the person responsible for the activity/trip.
25. Contact Phone: Should be the phone number of the Contact Name (# 24 above).
26. Notes: Please enter information pertaining to the trip, such as, where should the buses pick up the students, account code that is to be used for this trip, etc.
27. Double check that all information is complete. Once a trip is submitted, it cannot be edited.
28. To obtain the estimated cost of the trip
  - Click on the link below to go to the trip calculator. Find the closest location and enter the amount of time from departure to the time you estimate you will be returning to your school. The estimated cost will be calculated for you. Or if your location is not listed, you can scroll to the bottom of the document and enter the round trip mileage manually.  
<http://boe.jeff.k12.wv.us/cms/lib02/WV01001913/Centricity/Domain/54/Trip%20Calculator%20updated%205-4-15.xls>
  - ❖ The cost estimate in trip tracker will likely be significantly less than in the trip calculator. However, the estimate in the trip calculator will be more accurate.
  - Enter the value from column B "Round Trip" in the trip calculator into The Distance box in Triptracker (See figure B)
  - Enter the value from column H "Pretrip & post trip" in the trip calculator into Misc Charges in Triptracker (See Figure B)
29. Click "Submit" to submit the trip request.
30. After the trip is submitted, you have the ability to attach documents electronically to the trip request, such as Professional Leave Forms, student roster or information from the school nurse for special circumstances (See Figure A – Attachments)
31. Special note: If the requested trip is to depart at 9:00, depending on the school the successful driver awarded the trip services, that driver may be delayed arriving to your school. (e.g. school requesting trip is South Jefferson Elementary. The driver assigned to the trip services Shepherdstown Elementary. The driver will likely not arrive to South Jefferson Elementary until 9:15 am

Figure A:

Click on Attachments to attach documents electronically to the field trip request

Request a Trip | View Calendar | Today

### Trip Request - Trip ID: 5855

Status: Requested

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

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

#### Trip Details

For detailed step by step instructions on completing and submitting a trip request in Triptracker, please visit <http://boe.jeff.k12.wv.us/trips>

Trip Name:  Trip Date:

Trip Type:  Activity Type:

Reason for Trip:

Account:

Requester:   Expand Requester List

Account Notes:  Balance: \$120.00

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...](#)

Arrival:

Departure:

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

Destination	Arrival Date/Time	Departure Date/Time	
Air National Guard	4/6/2016 9:30 AM	4/6/2016 1:30 PM	<a href="#">Remove</a> <a href="#">Edit</a>

Adults:  Students:  Wheelchairs:  Vehicles:   Special Accommodations

Contact Name:  Contact Phone:

Notes:

Figure B:

After completing Trip details, click on Trip Estimate (DO NOT CLICK SUBMIT yet)

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

**Trip Estimate**

Trip ID: 5772  
 Departure Date: 5/29/2015 Trip Origin: Page Jackson Elementary Number of Vehicles: 1

Destination	Arrival Date/Time	Departure Date/Time
Catoctin Zoo	5/29/2015 10:00 AM	5/29/2015 12:30 PM

**Destination Calculations:**  
 Distance Rate: \$0.40 Distance:  Total: \$16.80

[Open Trip Directions/Mapping Tool](#)

**Time Calculations:**

Start Date:	5/29/2015	Return Date:	5/29/2015	Total Trip Hours:	4.50
Start Time:	9:00 AM	Return Time:	1:30 PM		
Driving Rate:	\$22.40	Driving Hours:	2.00	Total:	\$44.80
Sit Rate:	\$22.40	Sit Time Hours:	2.50	Total Sit:	\$56.00
Overnight Rate:	\$0.00	Overnight Hours:	<input type="text" value="0"/>	Total Overnight:	\$0.00
				<b>Total Time Expenses:</b>	<b>\$100.80</b>

**Total Estimated Expenses for Trip:**

Tolls:  Parking:  Hotel:   
 Meals:  Misc Charges:  Estimate Total: \$22.40

**Trip Total: \$140.00**

Enter Round trip mileage from [Trip calculator](#) here.

Enter value from column H from [Trip calculator](#) here.

Figure C:

After entering the values, click on Calculate to determine the trip estimate.

The Trip Total in Triptracker should now match the Trip Estimate from the trip calculator.

School/Location	Round trip Mileage @	Number of Buses	Mileage cost	Total Time involved	Driver wage	(1 hour per bus) additional @ \$22.40	* Trip Estimate
Parkersburg	542 \$ 216.80	0	\$0.00	0	\$ -	\$0.00	\$ -
Parkersburg South	546 \$ 218.40	0	\$0.00	0	\$ -	\$0.00	\$ -
Petersburg	208 \$ 83.20	0	\$0.00	0	\$ -	\$0.00	\$ -
Preston (Kingwood)	320 \$ 128.00	0	\$0.00	0	\$ -	\$0.00	\$ -
University (Morgantown)	327 \$ 130.80	0	\$0.00	0	\$ -	\$0.00	\$ -
Washington	558 \$ 223.20	0	\$0.00	0	\$ -	\$0.00	\$ -
Wheeling Park	490 \$ 196.00	0	\$0.00	0	\$ -	\$0.00	\$ -
<b>District of Columbia</b>							
Washington DC	140 \$ 56.00	0	\$0.00	0	\$ -	\$0.00	\$ -
Enter round trip mileage and hours for a location	42 \$ 16.80	1	\$16.80	4.5	\$ 100.80	\$22.40	\$ 140.00

Figure D:

Click on Trip Details and you can now Click on "Submit" to submit the trip request.

Request a Trip | View Calendar | Today

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

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Reason for Trip:

Account:

Requester:   Expand Requester List

Account Notes:  Balance: \$120.00

PO Number:

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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.

Destination	Arrival Date/Time	Departure Date/Time	
Air National Guard	4/6/2016 9:30 AM	4/6/2016 1:30 PM	<a href="#">Remove</a> <a href="#">Edit</a>

Adults:  Students:  Wheelchairs:  Vehicles:   Special Accommodations

Contact Name:  Contact Phone:

Notes:

Click on Trip Details and you can now Click on "Submit" to submit the trip request.