

Bookkeepers

- Open Travel Tracker through the portal
- On the “trip approval” tab, you will see any trips that need your approval
- Click on the trip number to open the trip (see screenshot below)

Travel Request Form

Trip Number: 4467

Category: Travel With Students

Type of Trip: Field Trip

Field Trip Event: Standard Field Trip Transition to Work

Trip Leave: Date: 3/28/2022, Time: 2:00 PM, Day: Monday

Trip Return: Date: 3/28/2022, Time: 2:45 PM, Day: Monday

Overnight or Out-of-State: No

Comments: Enter any comments about this trip that is important for the driver to know such as pick up and drop off location. Also, indicate the group, club or organization that is traveling, and any information about parking at the destination. This information will print on the trip ticket for the driver. Students will walk to & from the Blessing Barn on M, W, F each week during 7th period.

Your School/Dept: 0055 Elberta Middle School
13355 Main Street, Elberta, AL 36530

Do you need a substitute? No

Do you have students with health concerns on this trip? Don't list student names, only the health conditions due to FERPA/HIPPA. No

Main Destination: Other (Type Below)
Elberta Blessing Barn

Destination Not Listed: Elberta Blessing Barn Destination Name Elberta Civic Center

Stops on the Way There: Add a Stop on the way

Stops on the Return trip: Add a Stop on the Return

Approximate Nbr of Miles Round Trip: 1.00 Get Directions

Special Instructions for Permission Slip: These are instructions specific to this trip that will be displayed in a special area on the permission slip. Students will WALK with a teacher to/from the Elberta Blessing Barn M, W, F each week during 7th period.

Download Permission Slip

Funding Source # Academic or Band Trip Budget Code XXXX-12-5-4150-391-XXXX-7101-0-4400-0000

Funding Source Desc Budget Code Desc

Funding Approver

Once the trip is open, you will need to check the following information:

- Date/Time
- Destination
- Trip type; athletic or academic
- **CHANGE THE CODE** to the appropriate activity (if this is not done when you have control, and the trip makes it through all other approvals, then the trip must be completely reset and sent back through the approval process)
- Trip Estimator (see next page)

TRIP ESTIMATOR

The trip estimator is a section to estimate the cost of the trip and to determine how much each student will need to pay to attend the trip. In this section, you will need to pay attention to a few items:

- Make sure that the number of vehicles and estimated miles drop down to this section.
- Venue Cost-If there is a venue cost per student and the teacher didn't enter it, you can make that change.
- Driver hours-Make sure that the "district-wide driver rate" reflects the right amount of time (More than 3 hours or less than 3 hours). Although driver hours are not paid through travel tracker, you don't want to charge students more than needed. Also, bus drivers are given 15 minutes per pre/post trip. This could be a total of 1 hour. You will need to change the driver hours to reflect those duties. Once changed, click "retain driver hours" for the calculations to be correct.
- Other costs-If there are any other costs, such as chaperone, substitutes, etc., you will enter that amount here, but only if those costs will be paid for with the money for the trip.
- Compute-once all information has been checked, you may compute the cost (see below)

Person Submitting Request jcurrie@bcbe.org
 Date Submitted Mar 10, 2022, 9:02:30 AM

▼ Trip Estimator (click to open and enter additional information for estimating trip cost)

The trip estimator provides an estimate based on the information entered on the trip request as well as additional information entered into the boxes below. This estimate is for planning purposes only and the actual cost of the trip may vary. Costs such as the driver costs and/or substitute costs may not be billed through this system depending on how your district invoices but will provide approvers with an overall estimate of all costs involved.

[Compute](#)
[Print Trip Estimate Only](#)

Complete all required fields before computing

Trip Nbr **5890** Leave Date/Time **3/23/22 3:15 PM** Approx Mi Round-Trip **88.01**
 Nbr Vehicles Needed **1** Return Date/Time **3/23/22 6:30 PM** Destination **0142 Spanish Fort Middle School**

# Vehicles	1.00	
Round Trip Miles Per Vehicle	88.01	
Total Miles	88.01	
Cost Per Mile	\$1.35	
Additional Cost Per Mile	\$0.00	
Mileage Cost		\$118.81
Fuel Cost		\$0.00
# of Students	6	
Venue Cost Per Student	<input type="text" value="0.00"/>	
Venue Cost		\$0.00
Driver Hours Per Driver	<input type="text" value="4.25"/> <input checked="" type="checkbox"/> Check here to retain driver hrs	
District-Wide Driver Rate	<input type="text" value="More than 3 hrs :"/> ▼	\$12.62
Driver Costs		\$53.63
# of Substitutes or Assistants	<input type="text" value="0"/>	
Substitute/Assistant Cost Per Person	0.00	
Substitute/Assistant Costs		Computed \$0.00
Standard Trip Fee	(Std fee * Nbr Veh)	\$0.00
Other Costs	<input type="text" value="0.00"/>	
Estimated Trip Cost		Computed \$172.45
Cost Per Student	Paid by Student <input type="text" value="0"/>	Computed \$28.74 Compute

- After you have double checked the information on the trip, scroll down to the approval section
- Here you can leave a comment and approve/deny the trip.
- After your decision is made, click save/close. This will send the trip to the next approver.

****Once you save and close the trip you are no longer able to make changes, the next approver will have to make changes****

AFTER THE TRIP HAS BEEN COMPLETED

Once a trip has been completed and the driver returns their trip ticket, you will need to enter the odometer reading.

Option 1

- Click on the school finance tab along the top of the page
- Click Pending Payment in the left-hand column (see screenshot)

The screenshot shows the 'Baldwin County Public Schools Travel Tracker' interface. The top navigation bar includes 'Main', 'Trip Approval', 'School Finance', 'Invoices', 'Calendar', and 'Reports'. The left sidebar has 'Pending Payment' selected. The main content area shows 'Tips for Paying Invoices' with filters for 'Req Loc' (0055 Elberta Middle School), 'Sts' (Approved for Payment), 'Dt App' (All), and 'Dt Sent' (All). There are buttons for 'Print', 'Compute', and 'Confirm Changes'. A table at the bottom shows columns for 'Trip Nbr/Req Loc', 'Pickup/Return', 'Trip', 'Vehicle', 'Driver/Assistant', 'M/Cat', 'Total Costs', and 'Actions'.

- You want to change the status (Sts) to All or Pending.
- Scroll to the trip that needs to be entered and click on the trip number
- A new page will open (see screenshot)

The screenshot shows the detailed view of a trip. The 'Trip Code' is 4039. The 'Fund #1' is 'Academic or Band Trip'. The 'Mileage Cost' section shows 'Estimated Mileage' of 62.76 and 'Miles Driven' of 73.00. The 'Fuel Cost' section shows 'Total Miles' of 73.00 and 'Fuel Cost' of \$0.00. The 'Assistant Cost (Optional)' section shows 'Estimated Mileage' of 62.76 and 'Miles Driven' of 73.00. The 'Mileage Cost' section also shows 'Beginning Odometer' of 62499.00 and 'Ending Odometer' of 62572.00. The 'Fuel Cost' section shows 'Gal Fuel' of 0 and 'Fuel Cost' of \$0.00. The 'Assistant Cost (Optional)' section shows 'Mileage Cost' of \$98.55.

- Do not enter the driver time on this page or it will charge your code for driver time-Drivers are paid on special payroll.
- Under the section “mileage cost” you can enter the beginning and ending odometer reading. Once you have entered the odometer reading, scroll to the bottom, change the Payment status to “pending”, then save/close.

AFTER THE TRIP HAS BEEN COMPLETED, CONTINUED

Option 2

- Click on the Invoices tab along the top of the page
- Click Enter Mileage/Driver Hrs on the left-hand column (see screenshot)
- Once on this page, highlight the circle beside “need mileage or hours”

Baldwin County Public Schools Travel Tracker

Driver Email: [All] need Mileage need Driver hours need Mileage or hours

Req Location: 0055 Elberta Middle School
Vehicle Owner: All
Start Date: 06/01/2021 End Date: 12/13/2022

Sort By: Pickup Date Requesting Location Trip Nbr Vehicle Type Vehicle Owner Vehicle Nbr

Trip Nbr	Sub By	Pickup/Return	Trip	Vehicle	Est Miles	Mileage and Driver hours			
3747		12/13/22	Athletic	07-43	38.00	Odometer	Hours For	HL, Linda	
0055 Elberta Middle School		3:30 PM	0025 Central Baldwin Middle School	Yellow Bus		Beginning	0.00	Regular	0.00
		12/13/22	0025 Central Baldwin Middle School	0055 Elberta High School		Ending	0.00	Overtime	0.00
		7:30 PM	MS Basketball- Boys/MS Basketball- Girls	Owner		Mileage	38.00	Other	0.00
				Jelly					

Version 4.6.605

- Find the trip that you need to enter mileage for
- On the right side of the information will be a section to enter the mileage
- If there is a number in the mileage box, that is the estimated mileage, you need to enter the correct odometer reading and click save.

You can click the “clear saved documents from screen” button to clear any trips that you have already entered and saved