

Troup County Schools Trip Tracker Training



**When you first open Triptracker you must login.
Enter your user name and password.
If you forgot your password call the
Transportation Trip Coordinator for reset or if
you have changed your user profile click on
Forgot Password.**



Tyler's Versatrans Triptracker

User Name

Password

[Registration Info](#) [Forgot Password](#)

Login

Use of this application constitutes acceptance of
[Microsoft Bing Map Terms of Service](#)

This is your home page.

The screenshot shows the Versatrans Triptracker Today home page. At the top, there are three tabs: "Request a Trip", "View Calendar", and "Today". The "Today" tab is selected, showing a "Trip Requests Summary" and "System Messages". The "System Messages" section contains a notice about trip changes. On the right side, there is a navigation menu with various options, including "Change User Profile" which is circled in yellow. A yellow box at the bottom right explains that this is where the user can change their profile.

Trip Requests Summary

There are [1 trips](#) scheduled today.
There are [1 vehicles](#) scheduled today.

Calendar view:
[1 trips](#) scheduled today
[1 trips](#) scheduled this week

System Messages

Any time there is a change to your trip as in date/time change, number of passengers or the number of buses or changing account name you must contact Chip Giles and Rebecca Coley by phone and email of the change. Please note: When requesting a trip the trip name should start with your school abbreviation. The trip type now is used for funding source. Also below the notes box is a cost per student box. Please be sure to enter cost per student.

Navigation Menu:

- Accounts
- Approval Paths
- Batch Close Trips
- Batch Cancel Trips
- Batch User Creation
- Buildings
- Change User Profile**
- Driver Assignment Rules
- Employees
- Import Utility
- Message Templates
- Pick Lists
- System Lists
- System Options
- System Email Options
- Trip Delete
- User Setup
- User Groups
- Vehicles


Callouts:

- The first tab is for requesting a trip
- The second tab is for viewing the calendar
- The third tab is for the today screen which is your home page.
- This is where you would change your User Profile


Trip Request


Status: **Unsubmitted**

 Cancel

 Reactivate

 Clone

 Close

 Delete

 Approve

 Reject

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Complete](#)

Attachments (0)

Trip Details

Any time there is a change to your trip as in time change, number of passengers or the number of buses or changing account names you must contact Chip Giles and Rebecca Corley by phone and email of the change.

Trip Name:

Trip Date:

Trip Type:

Activity Type:

Reason for Trip:

Account:

Requester:

☐ Expand Requester List

Account Notes:

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...](#)

Date

Time

In the trip name box always start the trip name with the school abbreviation.

Enter the trip date and it must be at least 10 working days in advance.

Today's date

10 working days out

http://wvvt1.private.troup.k12.ga.us/Triptracker/TripRequest.aspx

Versatrans Triptracker Trip Re...

File Edit View Favorites Tools Help

Home - Troup County Sch... Troup County Schools - Fr...

Request a Trip View Calendar Today

Support Logout

Trips Reports Admin Help

Trip Request

Status: **Unsubmitted**

- Cancel
- Reactivate
- Clone
- Close
- Delete

- Approve
- Reject

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

Trip Details

Any time there is a change to your trip as in date/time change, number of passengers or the number of buses or changing account names you must contact Chip Giles and Rebecca Corley by phone and email of the change.

Trip Name: Trip Date:

Trip Type: Type:

Reason for Trip:

Account:

Requester:

Account Notes:

PO Number:

Origin:

Departure Date:

Return Date:

Return Time:

Destinations:

Trip type means funding source.

Please enter how this trip will be funded.

Trip Request

Status: **Unsubmitted**

Cancel

Reactivate

Clone

Close

Delete

Approve

Reject

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#)

Trip Details

Any time there is a change to your trip as in date/time change the number of buses or changing account names you must notify Rebecca Corley by phone and email of the change.

Trip Name: CES Uncle Bobs Farm

Trip Date:

Trip Type: Student/Parent Paid

Activity Type:

Reason for Trip:

Account:

Requester:

☐ Expand Requester

Account Notes:

PO Number:

Origin:

Departure Date: 09/28/2018

Departure Time:

Return Date: 09/28/2018

Return Time:

Destinations:

VARSITY WRESTLING
1ST GRADE
2nd GRADE
3RD GRADE
4TH GRADE
5TH GRADE
8TH GRADE
9TH GRADE BASEBALL
9TH GRADE BASKETBALL
9TH GRADE FOOTBALL
Academic
ACADEMIC BOWL
ACADEMIC TEAM
AFJROTC
AP Biology
ART CLUB
Athletic
BLACK HISTORY
BOYS TRACK
BROADCASTING
CAREER FOUNDATION
CHEERLEADING
CHORUS
CTAE
DEBATE
DECA
DISCOVERY CLASS
Drama
EDUCATIONAL

Activity Type should be entered here.

Trip Request

Status: **Unsubmitted**

- Cancel
- Reactivate
- Clone
- Close
- Delete

- Approve
- Reject

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

Trip Details

Any time there is a change to your trip as in date/time change, number of passengers or the number of buses or changing account names you must contact Chip Giles and Rebecca Corley by phone and email of the change.

Trip Name: Trip Date:

Trip Type: Activity Type:

Reason for Trip:

Account:

Requester: ☐ Expand Requester List

Account Notes:

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...](#)

Then you would enter the reason for the trip

There are 5 different accounts for the elementary schools, 9 for the middle school and 14 for the high school. You will need to read the name of the account carefully and make sure you are on the correct account in order for the trip to be approved. **This one is for regular bus trips.**

For the different Account Notes see next page.

http://wvvt1.private.troup.k12.ga.us/Triptracker/TripRequest.aspx

Versatrans Triptracker Trip Re...

File Edit View Favorites Tools Help

Home - Troup County Sch... Troup County Schools - Fr...

Request a Trip View Calendar Today

Trip Request

Status: **Unsubmitted**

Cancel
Reactivate
Clone
Close
Delete

Approve
Reject

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#)

Trip Details

Any time there is a change to your trip as in day, time change, the number of buses or changing account names you must contact Rebecca Corley by phone and email of the change.

Trip Name: Trip Date:

Trip Type: Activity Type:

Reason for Trip:

Account:

Requester: ☐ Expand Requester List

Account Notes:

Balance: \$10000.00

PO Number:

Origin: ☐ One-Way Trip

Departure Date: Departure Time:

Return Date: Return Time:

Destinations:

Regular Bus Account Notes.

After approval by the Principal this request must be submitted through triptracker at least (10)working days prior to requested trip for approval by the Assistant Superintendent for Instruction. Any trips to be canceled must have a 24 hour notice or a 2 hour charge will apply.

Non Bus Account Notes:

This account is for use of cars with no more than 5 people in one vehicle. No more than 2 cars with 8 students can be used for a trip. If more than 8 students it must be a bus. After hour contacts "On Call Mechanic" 706-668-6816, Shop Supervisor 706-523-2775 or Assistant Shop Supervisor 706-523-2816. When you return the car you will need to refuel and clean it out.

Overnight or Out of State Account Notes:

After approval by the Principal, submit this request through triptracker to the Assistant Superintendent for Operations at least(40)Working DAYS prior to the requested trip. Any trips to be canceled must have a 24 hour notice or a 2 hour charge will apply. After hour contacts "On Call Mechanic" 706-668-6816, Shop Supervisor 706-523-2775 or Assistant Shop Supervisor 706-523-2816.

ES Pre-K Account Notes:

After approval by the Principal this request must be submitted through triptracker at least(10)working days prior to requested trip for approval by the Pre-k Director for Instruction. Any trips to be canceled must have a 24 hour notice or a 2 hour charge will apply. After hour contacts "On Call Mechanic" 706-668-6816, Shop Supervisor 706-523-2775 or Assistant Shop Supervisor 706-523-2816.

Private Charter Account Notes:

To use Private Charter Buses you must go to the TCSS web site. Look under Departments, Transportation, About Transportation and forms for employees. Look for the approved charter company list. Contact the coach lines for pricing. It must be approved by the Assistant Superintendent of Operations. You must include charter company insurance and pricing agreement as an attachment once the trip is saved in the system. This trip must be entered 40 day's in advance for Board approval.

Time Thresholds
are 6:00 am till
8:15 am and 2:00
pm till 4:45 pm.
Buses are
running routes
and cannot make
trips at these
times. If required
to leave during
route times, a
special request
email from your
principal is
needed. You will
be notified if
buses and drivers
are available.

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

There is a change to your trip as in date/time change, number of passengers or
number of buses or changing account names you must contact Chip Giles and Rebecca
at 904.261.1234 phone and email of the change.

CES Uncle Bobs Farms Trip Date: 09/28/2018
Student/Parent Paid Activity Type: 1ST GRADE

Trip: Learn About Raising Pumpkins

Callaway ES Bus

Laye, Jackie ☐ Expand Requester List

Notes: After approval by the Principal
this request must be submitted at
least 10 business days before the
trip. Balance: \$8027.75

Callaway Elementary LaGrange Ga ☐ One-Way Trip

Date: 09/28/2018 Departure Time: 08:30 AM

Date: 09/28/2018 Return Time: 12:50 PM

Location: Can't find your destination in the
Click here to search for a location

Enter the
requestor
here.

Enter the location where
your trip is to start.

Enter your start and end
time. Don't forget the
time thresholds

Enter the location where
your trip is going here.

http://wwwt1.private.troup.k12.ga.us/Triptracker/TripRequest.aspx?RecordID=25

Versatrans Triptracker Trip

File Edit View Favorites Tools Help

this request must be submitted at

Balance

PO Number:

Origin: Callaway High School Hogansville Ga

Departure Date:

Return Date:

Destinations:

Destination:

Arrival:

Departure:

Click "Add" to add a new location to the list of destinations

Number Of: 3

2 W R Columbus GA
21st Century Schools Atlanta GA
4 H Center Jekyll Island, GA
86 Tapas Bar, LaGrange, GA 30240
A+Events Nashville TN
Aaron Cohn Middle School Midland GA
ABAC Tifton GA
Achasta Golf Club Dahlonega, GA
Active Life LaGrange Ga
Adairsville High School Adairsville GA
ADAMS FOOTBALL STADIUM
Aertron LaGrange GA
Agatha Christy's Mystery Dinner Atlanta GA
Air Ventures LaGrange Ga
Alabama Shakespeare Festival Montgomery AL
Alabama State University Montgomery AL
Albany Civics Center Albany, GA
Albany High School, Albany GA
Albany State Univ. Albany GA
Alex City Sportsplex, Alexander City, AL
Alexander City Middle School Alexander City AL
Alexander High School Douglasville GA
All Pro Hyundai LaGrange GA
All Star Music Hotel Kissimmee, FL
Allatoona High School Acworth GA
AMC Classic LaGrange Ga
AMC Newnan 10 Newnan GA
AmericasMart Convention Center Atlanta Ga
Amicalola Falls Dawsonville GA

Can't find your destination in the list?
[Click here to add a new location](#)

Name: JJ's Peanut Farm Plains, GA
Address: 129 Hwy 280
City: Plains
State: GA
ZIP: 30952

Add Location Cancel

Remove Edit
Remove Edit

modations

If your location is not in the list on the left and it must be added, you must call the Transportation Trip Coordinator 706-812-7935 ext 5213

Origin: ☐ One-Way Trip

Departure Date: Departure Time:

Return Date: Return Time:

Destinations:

Destination:

Arrival:

Departure:

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

Add

Destination	Arrival Date/Time	Departure Date/Time	
Oakhurst West Point GA	6/14/2018 9:00 AM	6/14/2018 11:30 AM	Remove Edit

Number Of: ☐ Special Accommodations

Contact Name: x Contact Phone:

Notes:

Once you enter the location where your trip is going, then you will need to enter the time you should arrive at the location and the time you should depart from the location. Click add and it should show up in blue.

Cancel
Reactivate
Clone
Close
Delete

Approve
Reject

Trip Details

[Printer Friendly Version](#)

Trip Name: THS/CHS-SkillsUSA
Trip ID: 25951
Trip Date: 10/5/2018
Trip Type: CTAE / COMPETITION
Activity: SKILLS USA
Reason for Trip: Design Competitions, leadership rally
Submitter: dunntm

Requester: Dunn, Tyler
Account: THS CTAE
Account Notes: After approval by the Principal this request must be submitted at least(10)working days prior to request. Trip for approval by the Assistant Superintendent is required. Instruction. Any trips to be canceled must have a 7 day notice or a 2 hour charge will apply.After hour call mechanic 706-668-6816, Shop Supervisor 523-2775 or Assistant Shop Supervisor 706-668-6816

PO Number:

Origin: Callaway High School Hogansville
Origin Departure Date/Time: 10/5/2018 6:40 AM
Origin Return Date/Time: 10/5/2018 5:30 PM

Destination	Arrival Date/Time	Departure Date/Time
Troup High School	10/5/2018 6:55 AM	10/5/2018 7:00 AM
Georgia National Fairgrounds Perry GA	10/5/2018 9:00 AM	10/5/2018 3:00 PM

No. of Adults: 3
No. of Students: 48
Special Accommodations: No
No. of Wheelchairs: 0
No. of Vehicles: 1

Contact Name: S. Webb

If you are going to multiple locations you MUST include them in the trip and adjust the date and time accordingly. To add locations to your trip repeat slide 14.
Always include other location as in team meals, other schools going, etc.

You must list the number of adults, students, wheelchairs and total number of vehicles. Elementary students ride 3 to a seat on a 72 or 84 passenger bus. Remember to subtract 2 students for every 1 adult.

PO Number:

Origin: ☐ One-Way Trip

Departure Date: Departure Time:

Return Date: Return Time:

Destinations:

Destination:

Can't find your location?
[Click here to add a new location.](#)

Arrival:

Departure:

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

Add

Destination	Arrival Date/Time	Departure Date/Time	
Union Farm Newnan, GA	9/28/2018 12:45 PM	9/28/2018 12:45 PM	Remove Edit

Number Of: Adults Students Wheelchairs Vehicles ☐ Special Accommodations

Contact Name: Contact Phone:

Notes:

For middle and high students, you can only transport 2 to a seat. On a 72 passenger bus you can transport 48, 2 to a seat and on an 84 passenger bus you can transport 56, 2 to a seat.

Special Accommodations should be checked if you need storage room or have a wheel chair, etc.

Trip Request - Trip ID: 23407 CES Butts Mill farm

Viewing record #41 of 43 search results: [Previous](#) | [Next](#)Status: **Closed** Cancel[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#) | [Attachments \(0\)](#)**Trip Details**Destination: Arrival: Date: 09/28/2018 Time: Departure: Date: 09/28/2018 Time:

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

Add

No destinations have been added for this trip.

Adults: 4 Students: 80 Wheelchairs: 0 Vehicles: 1 ☐ Special Accommodations

Contact Name: Jim Bo Billy Bob Contact Phone: 706-55B-R549

Notes: Please send bus with extra storage space.

Cost Per Student: \$4.57

Express Trip

Submit

Cancel

Trip contact name and phone number goes here. It must be a person on the bus.

There is now a cost per student tab. To get the cost per student, go to the top of page and click the estimate tab. Open trip directions/mapping tool and calculate directions, click use estimated distance for this trip and close this page. Now click calculate at the bottom of the page. This total should be divided by the number of students. The total is cost per student. Click detail tab to return to request page. Now enter Cost per student Example total cost is \$365.70 divided by 80 students to (\$4.57). See next page for direction

Once all is entered
Please review
and make
sure correct
then press
submit

Destinations:

Destination:

Can't find your destination in the list?
[Click here to add a new location...](#)

Arrival: Date Time

Departure: Date Time

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

Add

[No Title]

Destination	Arrival Date/Time	Departure Date/Time		
Oakhurst West Point GA	6/14/2018 9:00 AM	6/14/2018 11:30 AM	Remove	Edit

Number Of: Adults Students Wheelchairs Vehicles ☐ Special Accommodations

Contact Name: Jim Bo Billybob Contact Phone: 706-00B-R594

Notes:

Express Trip

Submit

Cancel

To get an estimated cost for Trip

Request a trip

Trip Name: Example (HGES Floating Class Room)

Trip Date: Example (Date you are going)

Trip Type: How you are paying for it (Example – Internal Account Fund)

Activity Type: Who is going (Example – 2nd Grade Class)

Reason for Trip: Why are you going on this trip?

Account: Who's paying for trip (Example – Hogansville ES)

Origin: Where you are leaving from (Example - Hogansville Elementary School)

Departure Time: Time leaving the school (Example - 8:30am)

Return Time: Time returning to school (Example - 1:45pm)

Destination: Where you are going (Example – Pyne Road Park)

Arrival Time: Time that you will arrive at destination (Example - 9:00am)

Departure time: Time you will leave to head back to school (Example – 1:15pm)

Click: “Add”



Number of Adults: Example – 4

Number of Students: Example – 80

Number of Wheelchairs: number if you need any

Vehicles: Number of buses needed (Example – 2)

Click: “Trip Estimate” At top of page

Click: “Open Trip Directions/Mapping Tool”

Destinations: Where you are going

Location: (Example – Pyne Road Park)

Click: “Calculate Directions”

Use estimated distance for this trip

Click: “Ok”

Close: At top

Click: “Calculate” Estimate Total

Cost per students: divide estimate total by number of students going (\$324 divided by 80 students = \$4.05 per student)

(Please remember this is an only estimate actual miles and time may vary).

Trip Request - Trip ID: 25839 THS Swimming

Status: **Scheduled**

 [Cancel](#)

 [Reactivate](#)

 [Clone](#)

 [Close](#)

 [Delete](#)

[Approve](#)

[Reject](#)

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

Trip Details

[Printer Friendly Version](#)

Trip Name: **THS Swimming**
Trip ID: **25839**
Trip Date: **10/23/2018**
Trip Type: **Exceptional Education**
Activity: **EDUCATIONAL**
Reason for Trip: **Therapy**
Submitter: **jeffrieskl**

Requester: **Jeffries, Kellie**
Account: **Exceptional Education**
Account Notes: **After approval by the Principal this request must be submitted at least(10)Working days prior to requested trip for approval by the Assistant Superintendent for Instruction. Any trips to be canceled must have a 24 hour notice or a 2 hour charge will apply. After hour contacts on call mechanic 706-668-6816, Shop Supervisor 706-523-2775 or Assistant Shop Supervisor 706-523-2816.**

PO Number:

Origin: **Troup High School**
Origin Departure Date/Time: **10/23/2018 9:15 AM**
Origin Return Date/Time: **10/23/2018 12:30 PM**

Destination	Arrival Date/Time	Departure Date/Time
Troup Co. Parks & Recreation	10/23/2018 10:00 AM	10/23/2018 12:00 PM

If you need to do a trip several times through the year, use the clone tab and change the date and any other information that might need to change, then save.

Trip Request - Trip ID: 25839 THS Swimming

Status: **Scheduled**

 [Cancel](#)

 [Reactivate](#)

 [Edit](#)

 [Close](#)

 [Delete](#)

[Approve](#)

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

Trip Details

Trip Name:
Trip ID:
Trip Date: 10/23/2018
Trip Type: Exceptional Education
Activity: EDUCATIONAL
Reason for Trip: Therapy
Submitter: jeffrieskl

Requester: Jeffries, Kellie
Account: Exceptional Education
Account Notes: After approval by the Principal this request must be submitted at least (10) Working days prior to request trip for approval by the Assistant Superintendent. Instruction. Any trips to be canceled must have a 24 hour notice or a 2 hour charge will apply. After hour call mechanic 706-668-6816, Shop Supervisor 706-523-2775 or Assistant Shop Supervisor 706-523-2775

PO Number:

Origin: Troup High School
Origin Departure Date/Time: 10/23/2018 9:15 AM
Origin Return Date/Time: 10/23/2018 12:30 PM

Destination	Arrival Date/Time	Departure Date/Time
Troup Co. Parks & Recreation	10/23/2018 10:00 AM	10/23/2018 12:00 PM

If you need to cancel a trip click the cancel tab above. You will need to enter a reason for the cancel and click cancel again. You Must notify Transportation that the trip has been canceled.

If for any reason your trip is canceled and it needs to be reschedule, open the trip, click edit and change the date and all other information needed to change and then click reactivate.

http://wvvt1.private.troup.k12.ga.us/Triptracker/TripRequest.aspx?RecordID=257

Versatrans Triptracker Trip Re...

Status: **Scheduled**

[Cancel](#)
[Reactivate](#)
[Clone](#)
[Close](#)
[Delete](#)

[Approve](#)
[Reject](#)

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

Trip History

Date/Time	Status	Comment	Username	Email Log
8/17/2018 9:12 AM	Requested	Trip Submission.	drakekl (Drake, Kathy)	3 Emails [Resend Email] Date/Time Address 8/17/2018 9:12 AM drakekl@troup.org 8/17/2018 9:12 AM johnsonpj@troup.org 8/17/2018 9:12 AM drakekl@troup.org
8/17/2018 9:20 AM	Requested		drakekl (Drake, Kathy)	1 Email [Resend Email] Date/Time Address 8/17/2018 9:20 AM corleyrd@troup.org
8/17/2018 9:42 AM	Requested	Trip Submission.	corleyrd (Corley, Rebecca)	1 Email [Resend Email] Date/Time Address 8/17/2018 9:42 AM corleyrd@troup.org
8/17/2018 9:42 AM	Approved		corleyrd (Corley, Rebecca)	7 Emails [Resend Email] Date/Time Address 8/17/2018 9:42 AM drakekl@troup.org 8/17/2018 9:42 AM johnsonpj@troup.org 8/17/2018 9:42 AM corleyrd@troup.org 8/17/2018 9:42 AM johnsonpj@troup.org 8/17/2018 9:42 AM johnsonpj@troup.org 8/17/2018 9:42 AM sheppardbn@troup.org 8/17/2018 9:42 AM cejaml@troup.org
8/17/2018 9:22 AM	Scheduled	Trip Scheduled.	corleyrd (Corley, Rebecca)	2 Emails [Resend Email] Date/Time Address 9/4/2018 9:22 AM drakekl@troup.org 9/4/2018 9:22 AM johnsonpj@troup.org

Each underlined tab across the top tells you where the trip is in the approval path.

Also, under trip history you can follow the email trail. Click on the number of emails and will open to see who has it last. Once you see "corleyrd@troup.org" beside scheduled it is ready to go.

If you are an approver, from the Today screen you would click here to see your trips that are waiting for approval.

The screenshot shows the 'Versatrans Triptracker Today' web application. At the top, there is a navigation bar with buttons for 'Request a Trip', 'View Calendar', and 'Today'. The 'Today' button is highlighted with a yellow callout. Below the navigation bar, the page title is 'Versatrans Triptracker Today'. The main content area is divided into two columns. The left column is titled 'Trip Requests Summary' and contains the following information: 'You have [0 trip requests pending your approval.](#)', 'There are: [5 trips scheduled today](#)', 'There are 6 vehicles scheduled today.', 'Calendar view: [5 trips scheduled today](#)', '[27 trips scheduled this week](#)', and a list of items: 'Awaiting approval: [12 items](#)', 'To be scheduled: [13 items](#)', 'To be completed: [22 items](#)', and 'To close: [0 items](#)'. The right column is titled 'System Messages' and contains a message: 'Any time there is a change to your trip as in date/time change, number of passengers or the number of buses or changing account names you must contact Chip Giles and Rebecca Corley by phone and email of the change. Please note: When requesting a trip the trip name should start with your school abbreviation. The trip type now is used for funding source. Also below the notes box is a cost per student box. Please be sure to enter cost per student.'

Basic Search

Advanced Search

Trip ID:

Requester:

Approver:

Driver:

Completed Date: From

To

Trip Status: Requested



Trip Name:

Account:

Trip Date: From

To

Search

Clear

Your trips
will be listed
below in
blue. Now
click on the
underlined
part to open
the trip.

Search Results

[Print Search Results](#)

<u>Trip ID</u>	<u>Status</u>	<u>Trip Name</u>	<u>Requester</u>	<u>Account</u>	<u>Trip Date</u>	<u>Requester</u>
26153	Requested	<u>SSC: Mental Health</u>	Meeting	Student Services Non Bus	9/25/2018	Bowie, Gayle
26148	Requested	<u>RES-Hills and Dales</u>	5th Grade Field Trip	Rosemont ES	10/2/2018	Adams, Dana
26147	Requested	<u>RES-Hills and Dales</u>	5th grade Field Trip	Rosemont ES	10/2/2018	Adams, Dana
26182	Requested	<u>CMS FOOTBALL</u>	GAME	CMS Athletics Overnight or Out of State	10/4/2018	Tucker, Travis Tray
26174	Requested	<u>HHE Special Day</u>	Special Day	Exceptional Education	10/4/2018	Jeffries, Kellie
26206	Requested	<u>CHS CHEERLEADERS</u>	GAME	CHS Athletics Bus	10/5/2018	Tucker, Travis Tray
26205	Requested	<u>CHS BAND</u>	GAME	CHS Athletics Non Bus	10/5/2018	Tucker, Travis Tray
26204	Requested	<u>CHS BAND</u>	GAME	CHS Athletics Bus	10/5/2018	Tucker, Travis Tray
26203	Requested	<u>CHS FOOTBALL</u>	GAME	CHS Athletics Bus	10/5/2018	Tucker, Travis Tray
26199	Requested	<u>CMS</u>	8th Grade Tour KIA & THINC Academy	Secondary Curriculum	10/5/2018	Chaffin, Angela

Status: **Requested**

Comments:

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#)

Trip Details

[Printer Friendly Version](#)

Trip Name: **RES-Hills and Dales**
 Trip ID: **26147**
 Trip Date: **10/2/2018**
 Trip Type: **General Fund**
 Activity: **5TH GRADE**
 Requester: **5th grade Field Trip**
 Submitter: **adamsde**

Requester: **Adams, Dana**
 Account: **Rosemont ES**
 Account Notes: **After approval by the Principal this request must be submitted at least(10)Working days prior to request trip for approval by the Assistant Superintendent for Instruction. Any trips to be canceled must have a 2 week notice or a 2 hour charge will apply. After hour contact on call mechanic 706-668-6816, Shop Supervisor 706-523-2775 or Assistant Shop Supervisor 706-523-2775**

PO Number:

Origin: **Rosemont Elementary**
 Origin Departure Date/Time: **10/2/2018 8:30 AM**
 Origin Return Date/Time: **10/2/2018 12:00 PM**

Destination	Arrival Date/Time	Departure Date/Time
Hills & Dales LaGrange, GA	10/2/2018 8:45 AM	10/2/2018 11:45 AM

No. of Adults: **3**

Once the trip is open, read through the trip to see if it is accurate. If all is ok, then click on the approve tab on the left. Another box will open for comments. Click on the bottom approve trip tab. If the trip is not approved, then click the reject tab and enter in the comments area the reason why rejected.

http://www1.private.troup.k12.ga.us/Triptracker/TripRequest.aspx?RecordID=16084

Versatrans Triptracker Trip Re...

Request a Trip View Calendar Today

Support Logout

Trips Reports Admin Help

Trip Request - Trip ID: 16084 Berta Weathersbee Pre-K Class

Viewing record #27 of 200 search results: Previous Next

Status: **Awaiting Payment**

Cancel Reactivate Clone

Approve Reject

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

Invoicing

Invoice Date: 06/12/2018

Total percent billed must equal 100%

Account	% to Bill	Invoice #
Berta Weathersbee ES Bus	100%	1016037

PO Number:

Driver Pay Rates
Larson, Vicky

Charges
Trip Charges

[Add a new charge](#)

Description	Quantity	Charge Type	Employee	Hour Type	Cost
Distance Rate for vehicle 0688	22	Vehicular			\$22.00
Total time for the driver: Larson, Vicky	3	Labor	Larson, Vicky	Driving	\$63.00

[Add an invoice charge from](#)

Invoice Charges

No charges available for this invoice.

Trip Charges Sub-Total: \$134.50
 Invoice Charges Sub-Total: \$0.00
 Tax: \$0.00
Invoice Total: \$134.50

[Save Invoice](#) [Regenerate Invoice](#) [Printable Copy](#)

To retrieve your invoice,
 1st Open your trip.
 2nd Click on the invoice tab at the top of the page.
 3rd Click on the printable copy tab to print invoice.
 4th Click preview and then print

Paying for Trip Tracker Invoices

If paying a invoice with general funds: Print off the invoice, write the account number for payment, get approval signature, and send to Amber Alford in the Finance Department.

If paying a invoice with internal funds: Create a PO. Print off the invoice and write "Ready to Pay". Send invoice to Brandi Sheppard in the Finance Department.