# 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)

| Approval School | Finance Invoices Calendar Rej  | ports  |  |             |               |                               |  |  |  |  |
|-----------------|--|--|--|-------------|---------------|-------------------------------|--|--|--|--|
| Baldwin Cour    | nty Public Schools Travel I  | racker   |  |             |               |                               |  |  |  |  |
| ng Approval     |  |  |  |             |               |                               |  |  |  |  |
| proval          | Travel Request Form  |  |  |             |               |                               |  |  |  |  |
|                 | Trip Number  |  | 4467   |             |               |                               |  |  |  |  |
|                 | * Category   |  | Travel With Students   |             |               |                               |  |  |  |  |
| Assignments     | * Type of Trip   |  | Field Trip   |             |               |                               |  |  |  |  |
| schedule        | Field Trip Event   |  |  |             |               |                               |  |  |  |  |
|                 | Itandard Field Trip     O Transition to Work   |  |  |             |               |                               |  |  |  |  |
|                 | Trip Leave   |  |  | Trip Return |               |                               |  |  |  |  |
|                 | Date   | 3/28/2022  | Monday   | * Date      | 3/28/2022     | Monday                        |  |  |  |  |
|                 | * Time   | 2:00 PM  |  | * Time      | 2:45 PM       |                               |  |  |  |  |
|                 | Trip Year/Week 2022-14   |  |  |             |               |                               |  |  |  |  |
|                 | * Overnight or Out-of-State No   |  |  |             |               |                               |  |  |  |  |
|                 | Comments   |  |  |             |               |                               |  |  |  |  |
|                 | Enter any comments about this tip that is important for the driver to know such<br>as pick up and drop off toolston. Also, indicate the group, club or organization<br>that is traveling, and any information about parking at the destination. This<br>information will print on the trip toket for the driver. |  |  |             |               |                               |  |  |  |  |
|                 | * Your School/Dept 🕕   |  | 0055 Elberta Middle School   |             |               |                               |  |  |  |  |
|                 | 13355 Main Street, Elberta, AL 36530   |  |  |             |               |                               |  |  |  |  |
|                 | * Do you need a substitute?  |  | No   |             |               |                               |  |  |  |  |
|                 | <ul> <li>Do you have students with h<br/>names, only the health condi-</li> </ul>  | ealth concerns on this trip? Don't list student<br>tions due to FERPA/HIPPA. | Νο   | No          |               |                               |  |  |  |  |
|                 | Main Destination (i)   |  | Other (Type Below)<br>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   |             |               |                               |  |  |  |  |
|                 | <ul> <li>Approximate Nbr of Miles Route</li> </ul>   | und Trip   | 1.00 Get Directions  |             |               |                               |  |  |  |  |
|                 | Special Instructions for Permissi  | on Slip  | Students will WALK with a teacher to from the Elberta Blessing Barn M, W, F each week during 7th period. |             |               |                               |  |  |  |  |
|                 | These are instructions specific to   | this trip that will be displayed in a special                                |  |             |               |                               |  |  |  |  |
|                 | area on the permission slip.<br>Download Permission Slip   |  |  |             |               |                               |  |  |  |  |
|                 | * Funding Source #1  | Academic or Band Trip  |  | Budget      | Code 2000-12- | -5-4150-301-XXXX-7101-0-4400- |  |  |  |  |
|                 | Funding Course D   |  |  | Budget      | Code Desc     |                               |  |  |  |  |
|                 | Funding Source Desc  |  |  | Dudge       |               |                               |  |  |  |  |

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

- Date/Time
- Destination
- Trip type; athletic or academic
- <u>CHANGE THE CODE</u> 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   |  |  |
| <ul> <li>Trip Estimator (click to open and enter additional infor</li> </ul>   | rmation for estimating trip cost)  |  |  |
| The trip estimator provides an estimate based on the informa<br>actual cost of the trip may vary. Costs such as the driver cost<br>estimate of all costs involved. | tion entered on the trip request as well as additional information<br>is and/or substitute costs may not be billed through this system d | entered into the boxes below. This estimate is for planning purp<br>epending on how your district invoices but will provide approver | oses only and the<br>s with an overall |
| Compute  | int Trip Estimate Only   |  |  |
| Complete all required fields before computing  |  |  |  |
| Trip Nbr 5890 Leave Date/Time 3/23/22 3:15 PM A  | Approx Mi Round-Trip 88.01   |  |  |
| Nbr Vehicles Needed 1 Return Date/Time 3/23/22 6:30 PM E   | 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                                 |
| H of Students  |  | e  |  |
| # of students  |  | 0.00   |  |
| Venue Cost   |  | 0.00   | \$0.00                                 |
|  |  |  |  |
| Driver Hours Per Driver  |  | 4.25 Check here  | o retain driver hrs                    |
| District-Wide Driver Rate More   | e than 3 hrs : 🗸 🗸   | \$12.62  |  |
| Driver Costs   |  |  | \$53.63                                |
| # of Substitutes or Assistants   |  | 0  |  |
| Substitute/Assistant Cost Per Person   |  | 0.00   |  |
| Substitute/Assistant Costs   |  | Compute  | ed \$0.00                              |
| Standard Trin Fee  |  | (Std fee * Nbr Ve  | b) \$0.00                              |
|  |  |  | .,                                     |
| Other Costs  |  |  | 0.00                                   |
| Estimated Trip Cost  |  | Compute  | ed \$172.45                            |

- 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)

| Transact                           | ce in action*   | Wetc        | ome: Imoreno@bcbe.org Logout E | EXIT IMPERSONATE MODE |
|------------------------------------|---|-------------|--------------------------------|-----------------------|
| Main Trip Approval School          | inance Invokes Calendar Reports   |             | _                              |                       |
| Baidwin Cou                        |   |             |                                |                       |
| Pending Payment                    | Tips for Paying Invoices  |             |                                |                       |
| Trip Inquiry<br>Assignment Inquiry | Req Loc 0055 Elberta Middle School 💽 sts Approved for Payment 🗸 Dt App 🛛 All 🗸 Dt Set All 🗸 |             |                                |                       |
| Require Third Party Payment        | Tor Two All Y FT Event All Y ath Event All Y  |             |                                |                       |
| Vehicle Mileage Not Entered        |   |             |                                |                       |
| Enter Mileage/Driver Hrs           | Trip Nor 🚯 All 👻  |             |                                |                       |
|                                    | Sert By   |             |                                |                       |
|                                    |   |             |                                |                       |
|                                    | Total Cost of Assignments Using Criteria Above: \$ 0.00 Compute                             |             |                                |                       |
|                                    | Total Checked "Sent" Below: \$0.00 Compute  |             |                                |                       |
|                                    | Enter check number to be used when marking assignments below as "Sent":                     |             |                                |                       |
|                                    | Confirm Changes *You must confirm your changes before you leave this page. **               |             |                                |                       |
|                                    |   |             | Previous Next                  |                       |
|                                    | Trip NorReg Los PkupReturn Trip Wehcle DriverAssistant MuCat                                | Total Costs | Actions                        |                       |
|                                    |   |             | Previous Next                  |                       |
|                                    |   |             |                                |                       |

- 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)

| Main Trip Approval School   | Finance Invoices Calenda | ar Reports               |                                  |                       |  |                      |        |                                |                       |               |         |
|-----------------------------|--------------------------|--------------------------|----------------------------------|-----------------------|--|----------------------|--------|--------------------------------|-----------------------|---------------|---------|
| Baldwin Cour                | nty Public Schools Tr    | avel Tracker             |                                  |                       |  |                      |        |                                |                       |               |         |
| Pending Payment             | Refresh Page             |                          |                                  |                       |  |                      |        |                                |                       |               |         |
| Trip Inquiry                | Renearrage               |                          |                                  |                       |  |                      |        |                                |                       |               |         |
| Assignment Inquiry          | Print                    |                          |                                  |                       |  |                      |        |                                |                       |               |         |
| Require Third Party Payment | Trip Code                | 4039 Trip Attach         | ment (Click number to o          | pen trip.)            |  | Trip Type            |        | Field Trip Standard Field Trip |                       |               |         |
| Vehicle Milease Net Entered | Requesting Location      | 0055 Elberta Middl       | le School                        |                       |  | Zone                 |        | Main                           |                       |               |         |
| Enter Mileage/Driver Hrs    | Destination/Description  | 1 Bubba Watson Dr        | ive, Pensacola, FL, USA          | Nam                   | <ul> <li>Ascension Sacred Hear<br/>Hospital</li> </ul> | t Children's Comment |        |                                |                       |               |         |
|                             | Vehicle Dates/Times      | Rickup 2/15/22 3-15      | PM                               |                       |  | Tele VelMb           |        | 2022.08                        | Did M                 |               |         |
|                             |                          | Return 2/15/22 6:30      | PM                               |                       |  | Trip Hrs             |        | 3.25                           | DI UI                 |               |         |
|                             |                          |                          |                                  |                       |  |                      |        |                                |                       |               |         |
|                             | Vehicle Location         | 0050 Elberta High        | School ¥                         |                       |  | Current Owner        |        | dbankston@bcbe.org             |                       |               |         |
|                             | Vehicle Type             | Yellow Bus               |                                  | Change                |  | Vehicle Number       |        | 14-29 Change Override          |                       |               |         |
|                             | Special Indicator(s)     |                          |                                  |                       |  |                      |        | 11 0                           |                       |               |         |
|                             | Funding Source(s)        |                          |                                  |                       |  | Teacher              |        | Alyssa Corbitt 2567407187      |                       |               |         |
|                             | Fund #1 Asada            | unis of Rand Trip Md     |                                  |                       |  | Approve              | er -   | Trip                           | Type 100              | Pot Amt       |         |
|                             | Acade                    | enic or band trip V      |                                  |                       |  |                      |        | 4039 Driver<br>Mi/Oth          | 100                   | 350.33        |         |
|                             | Budget                   | Code                     |                                  |                       |  | Paymen               | t      |                                |                       |               |         |
|                             | 1090-1                   | 12-5-4150-391-0055-7     | 101-0-4400-00                    | Check to retain       |  |                      |        |                                |                       |               |         |
|                             | Save and Close           | т                        | rip Submitted By                 | akp                   | oatterson@bcbe.org                                     | Crei                 | ated 1 | 2/8/21, 9:38 AM                | By kpadgett@bcbe      | e.org         |         |
|                             |                          |                          |                                  |                       | and a second   |                      |        |                                | ., .,                 |               |         |
|                             | Ending Vehicle Use       |                          |                                  |                       |  |                      |        |                                |                       |               |         |
|                             | Driver Cost D            | Driver Name              | Hill, Linda                      | •                     |  | Drvr Assn:           | Ema    | a                              |                       | Ph            | one     |
|                             |                          |                          |                                  |                       |  |                      |        |                                |                       |               |         |
|                             |                          |                          | Remove Driver                    | Driver Decline Drive  | er Accept  |                      |        |                                |                       |               |         |
|                             | 0                        | District-Wide Rt         |                                  |                       |  |                      |        |                                |                       |               |         |
|                             | н                        | lours                    | Hrs                              |                       |  | 0.00                 |        | Rate/Hr \$0.00 Check to m      | tain                  | \$0.00        |         |
|                             | C                        | OT Hrs                   | Hrs                              |                       |  | 0.00                 | от     | Rate/Hr \$0.00 Check to re     | tain                  | \$0.00        |         |
|                             | C                        | Other Hrs                | Hrs                              |                       |  | 0.00                 | Other  | Rate/Hr \$0.00 Check to re     | tain                  |               |         |
|                             | F                        | Flat Rate                | Select V                         |                       | \$0.00   | Oheck to retain      |        | Driver Pd                      |                       |               |         |
|                             |                          | Driver Benefits          |                                  |                       |  | Pickup Person        |        |                                |                       | Driver Cost:  | \$0.00  |
|                             | Assistant Cost (Optiona  | al)                      |                                  |                       |  |                      |        |                                |                       |               |         |
|                             | Mileage Cost E           | Estimated Mileage        | (Trip) 62.76                     |                       | 62.76 Check to retain                                  | Miles Driven         | 73.00  |                                |                       |               |         |
|                             | E                        | Estimated mileage is upd | lated nightly from the trip on J | ending assignments    | unless retain is checked.                              |                      |        |                                |                       |               |         |
|                             | B                        | Beginning Odometer       |                                  |                       | 62499.00 Pickup Miles                                  | bubinsoled           | 0.00   | Cost Per Mile                  | 1.3500 🗌 Check to rel | tain          |         |
|                             | E                        | Ending Odometer          |                                  |                       | 62572.00 Total Miles                                   |                      | 73.00  | Additional Cost/Mi             | 0.0000 Check to rel   | lain          |         |
|                             | Y                        | fou must enter beginning | g AND ending odometer to us      | e odometer mileage. O | therwise Estimated Mileage will                        | be used for invoice. |        |                                |                       |               |         |
|                             |                          |                          |                                  |                       |  |                      |        |                                |                       | Mileage Cost: | \$98.55 |
|                             | Fuel Cst                 | Total Miles              |                                  | 73.00                 | Mi/Gal   | 0.00                 |        |                                |                       |               |         |
|                             |                          | Gal Fuel                 | 0                                | @ \$0.0               | 0 (Pr  | rice/Gal)            |        |                                |                       | Fuel Cost:    | \$0.00  |
|                             |                          |                          |                                  |                       |  |                      |        |                                |                       |               |         |

- 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"

| contid  | Jence in action*   |  |  |  |  |   |
|---|--|--|--|--|--|---|
| tain Trip Approval Schoo  | ol Finance Involces Calendar<br>unty Public Schools Trav   | Reports                                      |  |  |  |   |
| In-Yellow Bus Invoices<br>Itow Bus Invoices<br>It Approved for Payment<br>ter Mileage/Driver Hrs<br>Inletic Assignments<br>splay Special Invoices | Driver Email All<br>Req Location 0055 Eliberta M<br>Vehicle Owner All<br>Start Date 06/01/2021<br>Sort By © Pickup Dat | iddle School V                               | Need Milege O Need Driver Hour   | veed Millsage or Hours (VPDM)  | Filters  |   |
| p Inquiry<br>signment Inquiry   | Clear Saved Documents fro  | m Screen                                     | 700  | Vablala  |  |   |
|   | 100 Hell Not 100 July add by<br>31/37<br>0055 Elberta Middle School  | 12/13/22 / / / / / / / / / / / / / / / / / / | .reg<br>Dozd Several Beldom Midde School<br>Ozd Several Beldom Midde School<br>OS Sextext Busiettal- Gris<br>RS Beskettal- Boys MS Beskettal- Gris | Ventue<br>07-43<br>Velov Bus<br>Octow<br>Biorta High School<br>Owner<br>jikely | 33.08<br>Dotometer<br>Beginning<br>Ending<br>Mileage<br>Save | Hourker Htt. Linda<br>0.00 Register<br>0.00 Overfine<br>38.08 Other<br>0.00 |
|   |  |  |  |  |  | Version 4.8.895   |

- 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\*