

Versatrans Triptracker[®] Quick Reference for Requesters and Approvers

[Versatrans Triptracker Trip Request Process](#)

Log in to Versatrans Triptracker – You will see the following sections:

- Versatrans Triptracker Today
- Trip Requests Summary
- System Messages

To request a Trip – Click the button that says > **Request a Trip***

- Fill in Trip Information – note the status is currently Unsubmitted
 - ✓ Trip Name – follow a naming convention that will allow you to easily find a trip if necessary
 - ✓ Trip Date – type or use the drop down
 - ✓ Trip Type – Use drop down – scroll through list or type first letter
 - ✓ Activity Type – Use drop down – scroll or type first letter
 - ✓ Reason for Trip – Optional for additional information
 - ✓ Requester info will fill in
 - ✓ Choose account code
 - *Account note will fill in once account has been chosen*
 - ✓ Origin – click drop down and type
 - ✓ Departure date will fill in from trip date above
 - ✓ Departure time – enter time and A or P for AM/PM – *all trip times must be within District time threshold*
 - ✓ Return Date will fill in from trip date above. If this is a multi day trip, use dropdown to select return date
 - ✓ Return time – enter time and A or P for AM/PM (it will always default to AM)
 - ✓ Destination – use drop down to see list of available trip destinations – can type first few letters to jump to that location in the list
 - *If your destination is not there, you may click Add a New Location – if this is allowed by your district – but please check the list carefully before adding a new location. It may be that the destination you want is in the list with a slightly different name.*
 - ✓ Arrival Date will be filled in from above
 - ✓ Arrival Time – estimate the time of arrival at your destination (this time must be later than your departure time above – to allow for travel time)
 - ✓ Departure Date will be filled in from above
 - ✓ Departure Time – estimate the time of departure (this time must be earlier than your return time above – to allow for travel time)
 - ✓ Click ADD to add this destination to our trip.
 - ✓ You can follow the above steps to add multiple destinations on this trip.

- ✓ Passenger Information – number of Adults, Students, Wheelchairs and/or Special Accommodations
 - ✓ Contact name and phone number – this can be the trip sponsor or teacher
 - ✓ Notes can be filled in to give additional details about the trip
- Click Submit – you will notice that the status of the trip has changed to Requested
 - *E-mails will be generated at each step of the Trip Process. Requesters will follow most of the steps above to Resubmit or Reschedule a trip that was rejected once the reason(s) for rejection have been corrected.*

Congratulations! You have just requested a field trip in Versatrans Triptracker! This trip is now ready to be Approved.

**TIP – You can also schedule a trip by clicking on the View Calendar button, navigating to the date you want to take a trip, and double click on the calendar time in the right hand window. This will open the Trip Request screen as described above.*

Cloning a trip makes it easy to schedule trips to the same location or scheduling of recurring trips. Once you have requested the first trip and it is in the system at the level of Requested or above, you can search your trips to find it, click on it to open and click the Clone button. This will bring up an Unsubmitted Trip Request that you can edit (name, dates, time, number of students, etc) then submit without having to completely re-enter all the information. This can be a real timesaver for you.

[Versatrans Triptracker Trip Estimate](#)

Click the Trip Estimate link at the top of the Trip Request screen. You will notice that the estimate is based on one vehicle, as are your trip requests. This step is not required, but does provide valuable information for budget purposes.

You can estimate the cost of a single bus trip by entering the total round trip mileage and entering any other Estimated Expenses. Click Calculate and see the estimate based on the information you enter. You can click Save Estimate, and this estimate will be saved with this trip. This may be helpful if the Approver wants to see an estimate of the trip. If you make changes to this estimate, say change the total number of miles, Calculate again and save this new estimate, this is the estimate that will be associated with this trip.

Alternately, you can also use the Open Trip Directions/Mapping Tool link and actually have a map and turn by turn directions generated directly from Google Maps. You can then attach these directions to the trip and also use this mileage as a basis for your Trip Estimate (**Note:** this is one way mileage for one vehicle). You may then click Save Estimate, and this estimate will be saved with this trip. The last saved estimate is the one associated with the trip.