Trip Tracker: Requesting a Trip

1. In the upper-left corner of the screen, click on the “Request a Trip” button. The Trip Request window will open.

2. Complete all of the Trip Details section:
   - **Trip Name**: Enter a brief trip name.
   - **Trip Date**: Select a date by clicking on the drop down arrow.
   - **ALL TRIP REQUESTS MUST BE MADE 7 DAYS IN ADVANCE**!
   - **Trip Type**: Select the appropriate type.
   - **Activity Type**: Select your campus.
   - **Reason for Trip**: Enter a brief description of why the trip is being requested.

3. Complete all of the account information:
   - **Account**: Select your budget code from the drop down.
   - **Requester**: Select your name from the drop down.
   - **Account Notes**: This will auto-populate.

4. Complete the origin – depart/return information:
   - **Origin**: Select where the trip will begin.
   - **Departure Date**: This will be set from the trip date entered above.
   - **Departure Time**: Enter the time you will leave. (Include AM/PM)
   - **Return Date**: This will be set from the trip date entered above, but can be changed.
   - **Return Time**: Enter the time you will return. (Include AM/PM)
5. Complete the destinations field:
   
   **Destination**: Select the destination from the drop down. If your destination is not listed, contact the Transportation office.

   **Arrival/Departure**: Enter Arrival/Departure date and times. (Include AM/PM).

6. Click the “Add” button.

   *After a destination is added, it will show in this field below. To add additional destinations, repeat steps 5-6. As you add destinations, be sure that the times line up properly.*

7. Complete the numbers field, including the number of:
   - Adults
   - Students
   - Wheelchairs
   - Vehicles

8. Complete the contact information fields.

9. **SCROLL TO THE TOP OF THE PAGE** and click the “Trip Estimate” button.
10. Check that the trip information is correct and click on the “Open Trip Directions/Mapping Tool” button.

11. Click on the “Calculate Directions” button. Directions for your trip will be created.

12. Click on the “Use estimated distance for this trip” button.

13. A pop up message will appear telling you that the distance was added to the trip estimate screen.

Click OK.
14. Click on the “Return to trip request screen” button.

You will be taken back to the Trip Request calculation screen.

15. Click on the “Calculate” button.

The cost of your trip will be calculated and the screen will refresh with your new Trip Total.

16. SCROLL TO THE TOP OF THE PAGE and click the “Trip Details” button.

You will be taken back to the Trip Details page.

17. At the bottom of the page, click the “Submit” button.