

Everyday Solutions, The Only Complete Student Transportation Information Solution

Every **Bus** Counts!

Every **Student** Counts!

Every **Dollar** Counts!



“It’s great to have all of our field trip information in one place. I can quickly find invoices and details about a trip while the inquirer is still on the phone.”

Field Trip Invoice

After a field trip has occurred, Field Trip Coordinators enter the trip information into the system. EveryFieldTrip automates the calculation process and field trip invoices are immediately made available to administrators.

Next the request can be reviewed and approved by transportation.

Trip Information		TRIP# 19598
Activity Date:	1/27/2010	Bus Number: 85
School:	NORTHERN NASH HIGH	Number Of Students: 30
Start Time:	1/27/2010 7:00 AM	End Time: 1/27/2010 3:00 PM
Account:	Activity Bus	Program: Band - Non Competition
Driving directions: Destination address: Nash County Museum		
Description: Band is performing at the Museum.		

The **Field Trip Request Manager** is used to review the completed trips that are ready for invoicing.

Once approved, the trip information printout can be given to the driver.

COMMENTS		Date Submitted	User	Comment	Rate
Field Trip ID:		19598			02.00
Activity Start Date:		1/27/2010 7:00:00 AM			
Activity End Date:		1/27/2010 3:00:00 PM			
Destination Address: Nash County Museum					
Request Description: Band is performing at the Museum.					
Details:					
Bus Number:	85				
Begin Mileage:	57649	End Mileage:	57732	Total Mileage:	83.00
Begin Time:	1/27/2010 7:00:00 AM	End Time:	1/27/2010 3:00:00 PM	Total Time:	8h 0m
				Band - Non Competition:	02.00
				Mileage Charge:	166.00
				Driver Charge:	120.00
				Field Trip Rate:	
				Total Charge:	286.00
				Additional Charge:	00.00
				Total Mileage Charge:	166.00
				Total Driver Charge:	120.00
				Total Charge:	286.00

BENEFITS

- Automate the field trip management workflow
- Eliminate miscommunications
- Streamline invoicing and record keeping

The requester can monitor requests online.

PREREQUISITES: None

PACKAGING: 735-10007 License, EveryFieldTrip™ or 731-10007 Subscription, EveryFieldTrip™