

TripDirect
Employee Travel Request
Out-of-County Travel
Form Guide

BOOKED BY:

Name.....This should come up with your name when you log in; if it does not, please complete with your legal name.

EmailThis must be your Access email address. All requests that use an alternative email address will be rejected.

BOOKING DETAILS:

Status..... Leave this as the default (submitted).

Created DateAuto Fill Field – Do Not Change.

Trip Name.....Title of the purpose of the trip.

Trip DestinationGive the location of the meeting, conference, activity, etc. Be as detailed as possible.

Location.....This is your school/office location.

Organization.....Select: **Employee Travel – Out-of-County Travel**.

Departure Date.....Indicate the date you will be leaving.

Return DateIndicate date you will be returning from this activity.

Trip Departure Time.....Estimated time you expect to leave for this activity.

Trip Return Time.....Estimated time you expect to return from this activity.

Driver Start LocationStarting point of your trip.

Driver End Location.....Destination of your trip.

Estimated Round Trip Mileage Estimated total round trip mileage.

TRIP CONTACT:

Name.....The name of the principal and the Access email must be entered here.

Directors and Central Office Coordinators: Check “Booked By” box to apply your name and email.

ATTENDEES:

Faculty.....**Enter estimated mileage. Enter mileage cost at .555.**

Example: 180 miles x .555 = \$99.90

Number of StudentsEnter a 0 (zero) in this field.

CATEGORIZATION:

Budget CodeDesignate the funding source for this travel.

NOTES:

Special NeedsList all anticipated travel expenses. Categories in which expenses may be incurred include:

-Event Registration

-Hotel

-Meals

-Parking

-Other: Specify

- Total: List Total Trip Cost

REQUIRED SERVICES:

Transportation TypeEnter mode of transportation.