

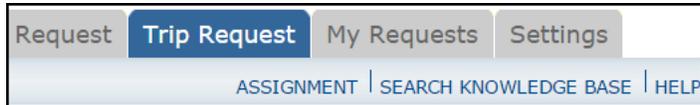
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How to Submit a Trip Request

Watch the Video Tutorial:



- Make sure you are on the **Trip Request** tab at the top of the screen.



**Note: Any field marked with a red checkmark is a required field.*

Booked By

- The **Booked By** section will be filled in with your contact information according to how it was entered upon registration.

Booking Details

- If you need your administrator to provide cost estimates for your trip check the **Yes, submit for estimate only box**. This will allow your administrator to provide you with cost estimates for your trip so you can determine if the trip is financially feasible before submitting the actual request.
- Enter the **Trip Name** and the **Trip Destination**.
- Select your **Departing Location** and the **Organization** taking the trip.
- Choose if your trip is **One Way** or **Round Trip**.
- If you are entering a frequently taken trip, you may be able to select it from the **Trip Package** drop down list.
- Select your trip **Departure** and **Return Dates and Times**.
- If applicable, select a **Budget Code**.

Booking Details

Yes, submit for estimate only.

Trip Name

Trip Destination

Departing Location

Organization

One Way Round Trip

Trip Package [View Trip Package](#)

Departure Date

Return Date

Trip Departure Time

Trip Return Time

Budget Code

Transportation Type

- Select the **Transportation Type** that is needed for your trip. Click on the icon next to the Transportation Type description to select it.
- Enter the **Number of Vehicles** needed.

Transportation Type

Click on the transportation type below that best suits your needs:

<input checked="" type="radio"/> Activity Bus	<input type="radio"/> Car	<input type="radio"/> Charter Bus
<input type="radio"/> Mini-Van	<input type="radio"/> Pickup Truck	<input type="radio"/> School Bus
<input type="radio"/> SUV	<input type="radio"/> Trip Support Vehicle	<input type="radio"/> Van
<input type="radio"/> Wheelchair Equipped Vehicle		

Number Of Vehicles

Trip Contact

- Enter the **Trip Contact**. Check the box next to **Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information** if you are going to be the contact person for the trip.

Attendees

- Enter the **Number of Students** attending the trip.
- You can also include the number of **Faculty** and **Supervising Adults** attending the trip.

Notes

- If needed, enter the **Educational Objective** and **Special Needs and/or Trip Requirements** in the boxes provided.
 - The **Educational Objective** field is a great place for additional information, as it is easily seen by Administrators during the approval process.

Security

- Once the trip request form is completed, enter the **Submittal Password**. Please contact your administrator if you have not been given the submittal password.
- Click on the **Submit Request** button.

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