

MCPS Transportation WebTrips

October, 2023

How to Log-In on WebTrips

Go to the Department of Transportation /Field Trips webpage, and then click on “WebTrips Login” (a).

The screenshot shows a web browser window with the URL www2.montgomeryschoolsmd.org/departments/transportation/fieldtrips/. The page header includes the MCPS logo and navigation links like 'Home', 'About Us', 'Schools', 'Parents', 'Students', 'Academics', 'Staff', 'Board Of Education', 'Superintendent', and 'Careers'. The main content area is titled 'Transportation — WebTrips Field Trip Request System'. Below this, there is a 'WebTrips Login' button highlighted with a green callout box labeled 'a'. The page also features a 'News' section with several bullet points and a 'Using WebTrips' section with links to 'WebTrips Login' and 'Frequently asked questions (FAQ)'. A 'General Information' section is also present with links to 'MCPS Approved Carrier List: Approved Charter Companies', 'Office staff and hours', 'Black out dates', 'Contact us', 'MCPS regulation on field trips (PDF)', and 'WebTrips mission statement and benefits'.

1. Enter your username in the Username field (1). If you need one, email the Help Desk.
2. Enter your password in the Password field (2).
3. To enter a new trip request, click the Enter a New Trip Request button. (3). If you want to search for trip requests, click on Work With Trip Requests (3.1).



Login

1

Username:

2

Password:

3

3.1

[Work With Trip Requests](#)

[Enter a New Trip Request](#)

How to Enter a New Field Trip Request

When “Enter a New Trip Request” is selected, the Trip Request Detail page is displayed. This page allows schools to enter a new trip request. The page is divided into four sections; General, Instructions, Billing, and Other. The required fields in the General Section use a blue font color. These mandatory fields need to be filled in before a trip is saved.

General Section

In the General Section:

1. **Customer (users will see the school name)**
2. **Requestor E-mail Address (Outlook)**
3. **Contact Person**
4. **Destination. You can use the arrow down or click on “Destination” to open search/Lookup capability)**
5. **Fund. The fund’s name has a group of capitalized letters that indicates the Trip Category that must be selected.**

General

Request #: _____

Request Dt: 11/2/2023 2:06:33 PM

Customer: 200, Test School ▼

Requestor Email:

Contact:

Destination: ▼

Fund: ▼

Use the departure date as the return date.

Dates and Times Section

Dates/Times

Departure: ▼

Return: ▼

Depart Time: am pm

Arrival Time: am pm

Leave Time: am pm

Return Time: am pm

In the Dates/Times section:

1. **Departure Date**
2. **Return Date. It will be automatically entered.**
3. **Depart Time (the departure time from school)**
4. **Arrival Time. This is for a split trip only and the driver has to go back to the destination to pick up students to take them back to school.**
5. **Leave Time (the departure time from the Destination). This is for a split trip only.**
6. **Return Time (estimated time back to school).**

Note: 1) One ticket per day, 2) There is a minimum of 1 hour for activities.

Passengers/Purpose Section

In the Passengers/Miles/Purpose section:

1. **Number of Adults/Sponsors (in # of Adults field).**
2. **Number of Student Passengers. No more than 55 total passengers per ticket; wheelchair buses are smaller.**
3. **Number of Wheelchairs requested.**
4. **Estimate time of trip (round trip estimated time plus 1 hour dead head time).**
5. **Estimated miles (round trip miles plus 10 dead head miles).**

Passengers/Miles/Purpose

Adults:

Students:

Wheel Chairs:

Est Time:

Est Miles:

Purpose:

The number of adults, students & wheelchair passengers is mandatory.

If information is not correct, the Field Trip Unit office cannot assign the correct vehicle type.

School estimated time and mileage can be different from the time and mileage calculated by the Field Trip Unit office.

Instructions Section

Customer Special Instructions is information MCPS schools need to communicate to the bus operator or to the Field Trip Unit office staff. An example of Customer Special Instructions entered by a school is instructions to the bus operator to pick up students at a different place other than the normal bus drop off or pick up area.

Destination Special Instructions can include directions to the field trip destination.

Use the Trip Comments for additional school buses needed for the trip request (i.e. extra bus for equipment).

Instructions

Customer Special Instructions:

Destination Special Instructions:

Trip Comments:

Billing Section –

MCPS does not use purchase orders for field trips. So, schools can disregard the PO # field.

Billing

PO #:

Other Section -

MCPS does not assign an internal trip number to a field trip. MCPS schools can use this field for entering a number for their own internal requests.

The Trip Category is MANDATORY, and is needed to direct the trip request to the proper approval path and how the cost of the trip will be covered. MCPS has trip categories for activity bus service, athletic trips, Title 1, Head Start and other grants, and other popular trip types.

Other

Internal Trip#:

Trip Category:

Grade:

Depending on the type of trip, select the appropriate funding from the Drop Down list of trip categories. [Trip Category](#) & [Grade](#) are mandatory fields.

Fund and Trip Category

The Fund and Trip Category fields are **very important fields** and need to be filled out correctly so that the trip request can be approved by the school administrative staff and approved by other MCPS' departments (like Special Ed Office, Head Start Office, etc.).

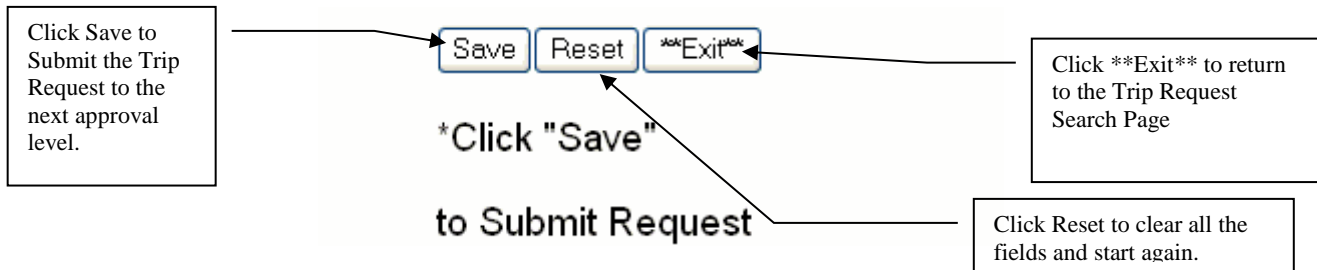
The Fund's name contains a group of capitalized letters that indicates what Trip Category should be used. Example: Fund is '**REG** Field Trip', so the 'Trip Category' should be '**REG**'.

Important: MFA and EBB activities shouldn't be requested using the Web Trips application. Please contact Elmer_Martinez@mcpsmd.org. Cancellations for these types of activities can only be replaced when they are due to an EMR cancellation.

Saving the Field Trip Request

After all trip request information has been entered, click the "Save" button. WebTrips will refresh with the Trip Request data. A trip request number will be assigned to the trip and the "Status" will be given in the right top corner. The user will get an error message if a mandatory field was not completed. At this time, you may change any of the trip information. You will need to press the "Save" with your changes.

Click the Exit button. The Trip Request Search page is displayed.



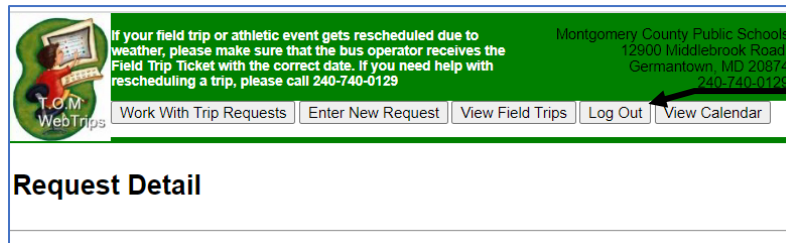
Need a New Destination

Please contact Mr. Elie Louis Jacques. This is to avoid creating duplicate destinations. You must provide: destination name and full address (street number and name, city, state and zip code).

How to Log Out of WebTrips

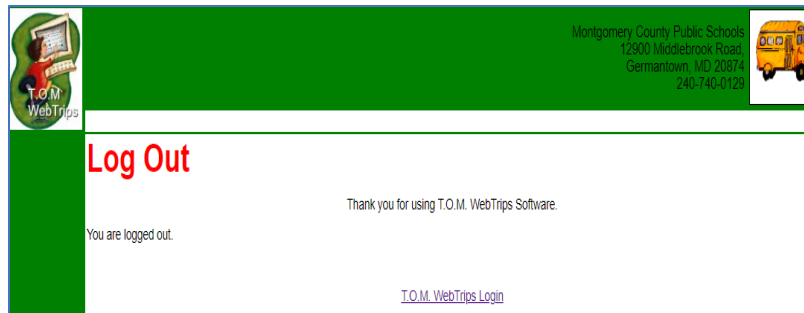
When you are finished using WebTrips, don't forget to log out!

1. Click the Logout button near the top of any page that displays a Logout button. **Note:** when entering a request, don't let it idle more than 7 minutes without saving your request.



Click the Log Out button to log out of WebTrips


2. Click the Logout button. The WebTrips Log Out page gives you a message that it has successfully ended your session.



How to Approve or Deny Trip Requests

When the approver logs into WebTrips and selects “Work With Trip Requests”, WebTrips will show the approver only the trip requests that are awaiting his/her approval.


Montgomery County Public Schools
12900 Middlebrook Road,
Germantown, MD 20874
240-740-0129



Login

Username:

Password:



WebTrips displays the Trip Request Search page with the trip requests that require approval by this user.

Trip Request Search

Number Found: 1

Choose trip requests matching the following criteria, click "Find Requests" once you have made your selection.

Departure Dates
From: To:

Enter Dates
From: To:

Destination:

Category:

Status:

Customer:

Division:

Internal Number:

Grade:

Selected Trip Requests. Click on the Trip Request Number to view detailed information.

[Print Report](#)

Request #	Customer	Destination	Grade	Depart	Return	Status	Entered	Category	It
Contact		# Stus / Adults		Arrive	Leave	Division	Trip #	Approval	F
160262528	Shady Grove MS	521 Shady Grove MS	MS	10/11/2023, 3:00 AM	10/11/2023, 3:00 PM	UNAPPROVED	10/31/2023	SPD	
		1/2				SGN		REG	

Field trip requests that need approval or denial

To review a trip request for approval or denial, click the Request #

Total number of field trip requests found ready for the approver's review

- Click an individual Request # on the Trip Request Search page to display the Request Detail page for that request.

The screenshot shows the 'Request Detail' page for request # 160262528. At the top right, the status is 'UNAPPROVED' and it was entered on 10/31/2023 at 12:06:49 PM. Below the status are two radio buttons: 'Approve' (which is selected) and 'Deny'. To the right of these buttons is a text area labeled 'Approve/Deny Comment:'. A callout box on the left points to the radio buttons with the text 'The Approve and Deny buttons'. A callout box on the right points to the comment area with the text 'Comments about the approval or denial'.

- The approver **can also make any changes** to the trip request as necessary. Do one of the following to approve or deny the trip request:

To Approve the Trip Request:

Click the Approve button and (if necessary) add optional comments in the Comments section. If required, you may change any information on the trip request detail page at this time, then click the Save button at the very bottom of the Request Detail page. WebTrips will validate and save the trip request information and refresh the trip request detail page.

This screenshot shows the same 'Request Detail' page, but now the 'Approve' radio button is selected. A callout box on the left points to the 'Approve' button with the text 'To approve a trip request, click the Approve button'. A callout box on the right points to the 'Approve/Deny Comment' field with the text 'Add "public" comments, if you wish, about the approval'. At the bottom of the page, the 'Save' button is highlighted with a callout box that says 'Click the Save button to save the trip request approval'. The page also shows sections for 'General', 'Instructions', and 'Billing'.

When you save the request, WebTrips updates the status of the trip request to the status defined for this approver in the approval path. When the last approver on an approval path approves the trip request, the request's status will be changed to "Pending", signifying that the request is turned over to the Transportation Department.

To Deny the Trip Request:

Click the Deny button and (if necessary) add optional comments in the Comments section. Then click the Save button at the very bottom of the Request Detail page.

The screenshot shows the 'Request Detail' form with the following sections and annotations:

- Approve/Deny Section:** At the top right, there are radio buttons for 'Approve' and 'Deny'. The 'Deny' option is selected. An arrow points to this section with the annotation: "To Deny a trip request, click the Deny Button".
- Comments Section:** Below the radio buttons is a text area for 'Approve/Deny Comment' containing the text 'Late request'. An arrow points to this area with the annotation: "Add 'public' comments, if you wish, about the approval or denial".
- Form Fields:** The 'General' section includes fields for Request # (160262528), Request Dt (10/31/2023 12:06:49 PM), Customer (521, Shady Grove MS), Requestor Email, Contact, Destination (521 Shady Grove MS), Fund (SPE Lift bus Special Ed. Prog), and Dates/Times (Departure: Oct 1 2023, Return: Oct 1 2023, Depart Time: 3:00 am, Return Time: 3:00 pm). The Passengers/Miles/Purpose section shows Adults: 2, Students: 1, Wheel Chairs: 0, Est Time: 0, Est Miles: 0, and Purpose.
- Instructions Section:** Includes Customer Special Instructions, Destination Special Instructions, and Trip Comments text areas.
- Buttons:** At the bottom, there are buttons for 'Save', 'Copy', 'Reset', '**Exit**', and 'Delete'. An arrow points to the 'Save' button with the annotation: "Click the Save button to save the trip request Denial".

When you save the request, WebTrips updates the trip request status to "Denied" and prevents any user from changing the trip request detail information. WebTrips will refresh the request detail page, reflecting the new status and date the trip request was denied.

The screenshot shows the 'Request Detail' page after the request has been denied. Key elements include:

- Status:** The status is now 'Denied' with a timestamp of '11/3/2023 8:06:04 AM'. An arrow points to this status with the annotation: "Status reflects denied request and date/time request was denied".
- Entered by:** The request was entered by '521req' on '10/31/2023 12:06:49 PM'.
- Comments:** The 'Approve/Deny Comment' field still contains 'Late request'.
- Form Fields:** The 'General' section shows the same details as the previous screenshot, but the dates and times are now fixed. A yellow warning banner at the bottom reads: "WARNING - Are you sure you have the AM/PM correct? Departure time is scheduled for 3:00:00 AM".

- Once you have saved your trip request approval or denial, click Exit at the bottom of the Request Detail page and WebTrips displays the Trip Request Search page with the list of remaining requests requiring approval.

How to Check the Status of a Trip Request

Users can log into WebTrips and check the status of requests.

Selecting Search Criteria on the Trip Request Search Page

The Trip Request Search page lets you search existing trip requests by selecting information about the request. WebTrips uses the information you enter as “search criteria” and matches existing trip requests for your school to this information.

1. Select the information you want WebTrips to match in existing trip requests for your school. An example is to select all trips that are pending by selecting “Pending” in the Status list (“Pending”, means it has been approved and is in the transportation department for review).

Enter text to search text fields

Click drop-down arrows to select from lists or leave blank.

Trip Request Search Number Found: 10

Choose trip requests matching the following criteria, click "Find Requests" once you have made your selection.

Departure Dates: From: 11/3/2023 To: 1/30/24
Enter Dates: From: To:
Destination:
Category:
Status:
Customer: Shady Grove MS
Division:
Internal Number:
Grade:

Selected Trip Requests. Click on the Trip Request Number to view detailed information.

Request #	Customer	Destination	Grade	Depart Arrive	Return Leave	Status Division	Entered Trip #	Category Approval	Internal # Purpose
180258938	Shady Grove MS	University of Maryland, College Park	48/2 MS	11/9/2023, 9:40 AM	11/9/2023, 2:10 PM	Accepted SGN	8/31/2023	REG	302230
180258941	Shady Grove MS	Morgan State University	48/2 MS	11/9/2023, 9:40 AM	11/9/2023, 2:10 PM	Accepted SGN	8/31/2023	REG	302227
180258940	Shady Grove MS	George Mason University	48/2 MS	11/9/2023, 9:40 AM	11/9/2023, 2:10 PM	Accepted SGN	8/31/2023	REG	302228
180258939	Shady Grove MS	George Mason University	48/2 MS	11/9/2023, 9:40 AM	11/9/2023, 2:10 PM	Accepted SGN	8/31/2023	REG	302229
180262363	Shady Grove MS	Kid Museum @ Davis Library	18/2 MS	11/29/2023, 9:40 AM	11/29/2023, 1:45 PM	Pending SGN	10/27/2023	KMT	KMT Field Trip
180260840	Shady Grove MS	Top Golf	40/2 MS	12/21/2023, 9:30 AM	12/21/2023, 1:00 PM	Pending SGN	9/29/2023	REG	REG Field Trip

If you want to clear all the fields to start again, click the Reset button.

2. After you have entered your search criteria, click the Find Requests button. WebTrips displays the trip requests (if any) that match ALL of the criteria. WebTrips displays a list of summary information for each of the field trip requests found. Also, the Number Found field near the top of the page indicates how many field trips were found.

WebTrips tells you how many requests were found, based on these criteria

WebTrips displays all trip requests that match your search criteria

Click the Find Requests button after entering search criteria

Trip Request Search Number Found: 6

Choose trip requests matching the following criteria, click "Find Requests" once you have made your selection.

Departure Dates: From: 11/3/2023 To: 1/30/24
Enter Dates: From: To:
Destination:
Category:
Status: Pending
Customer: Shady Grove MS
Division:
Internal Number:
Grade:

Selected Trip Requests. Click on the Trip Request Number to view detailed information.

Request #	Customer	Destination	Grade	Depart Arrive	Return Leave	Status Division	Entered Trip #	Category Approval	Internal # Purpose
180262363	Shady Grove MS	Kid Museum @ Davis Library	18/2 MS	11/29/2023, 9:40 AM	11/29/2023, 1:45 PM	Pending SGN	10/27/2023	KMT	KMT Field Trip
180260840	Shady Grove MS	Top Golf	40/2 MS	12/21/2023, 9:30 AM	12/21/2023, 1:30 PM	Pending SGN	9/29/2023	REG	REG Field Trip
180260838	Shady Grove MS	Top Golf	48/3 MS	12/21/2023, 9:30 AM	12/21/2023, 1:00 PM	Pending SGN	9/29/2023	REG	REG Field Trip
180260837	Shady Grove MS	Top Golf	48/3 MS	12/21/2023, 9:30 AM	12/21/2023, 1:00 PM	Pending SGN	9/29/2023	REG	REG Field Trip
180260835	Shady Grove MS	Top Golf	48/3 MS	12/21/2023, 9:30 AM	12/21/2023, 1:00 PM	Pending SGN	9/29/2023	REG	REG Field Trip
180262364	Shady Grove MS	Kid Museum @ Davis Library	18/2 MS	1/23/2024, 9:40 AM	1/23/2024, 1:45 PM	Pending SGN	10/27/2023	KMT	KMT Field Trip

- To find out more about a specific trip request, the user can click the Request # from the Trip Request Search page and WebTrips will display the Request Detail page. If the Transportation Department (or any approver) has entered comments in the Comments field, such as why the trip request was denied, the user can view them on the Request Detail page.

The Comments field may contain reasons for the trip request denial

Shows the trip request is denied

Request Detail

Status: Denied 9/29/2022 5:28:09 PM
Entered by: 521req 9/12/2022 1:44:17 PM

Approve/Deny Comment:
BLACK OUT DATE! NO BUSES BEFORE 9:40 AM.

General

Request #:	160245960	Dates/Times	Passengers/Miles/Purpose	
Request Dt:	9/12/2022 1:44:17 PM	Departure:	10/13/2022	Adults: 2
Customer:	Shady Grove MS	Return:	10/13/2022	Students: 35
Requestor Email:	sharon_a_buyukcan@mcpsmd.org	Depart Time:	9:30:00 AM	Wheel Chairs: 0
Contact:	Sharon Buyukcan	Arrival Time:		Est Time: 0
Destination:	University of Maryland Shady Grove 9630 Gudelsky Drive	Leave Time:	11:45:01 PM	Est Miles: 0
Fund:	KMT Kids Museum Trips	Return Time:	12:15:00 PM	Purpose: Class Training

Use the departure date as the return date.

Important Reminders

- Field trip ticket requests must be submitted 10 days prior to the event in order to secure a bus reservation. Advanced notice is imperative in order to allow adequate time for scheduling bus operator assignment.
- Field trip hours occur between 9:40 a.m. – 2:10 p.m. Buses are available after 4:35 p.m. on school days and are also available on weekends. No trips will begin after 6:00 p.m., with the exception of athletics. On weekends, trip start times will begin no earlier than 6:00 a.m. Ticket requests must be entered through WebTrips application to secure a bus.
- Zoo Field Trips: Please make sure that parking arrangements have been made in advance to allow for bus operators to safely park and drop students off at the zoo.
- Please refer to the link below for more information regarding field trip policies, including rates, blackout dates, hours, approved charter companies, frequently asked questions, etc. <https://www.montgomeryschoolsmd.org/departments/transportation/fieldtrips/>

Customer Service Contacts

- For WebTrips assistance regarding customer account support and ticket requests related to EBB Excel Beyond the Bell (EBB) and Middle/High School Activity Buses (MFA), please contact Business Services Analyst, Elmer Martinez (Elmer_Martinez@mcpsmd.org). Please note for middle/high schools, Activity Bus allocations will remain the same as the prior year.
- For operational questions and scheduling of field trip bus services, please contact Senior Field Trip Coordinator, Elie Louis Jacques (Elie_LouisJacques@mcpsmd.org).
- For questions regarding billing or assignment of category trip codes in WebTrips, please contact DOT Fiscal Manager, Tony Tucci (Anthony_F_Tucci@mcpsmd.org).

Billing: Field Trip Ticket Requests through WebTrips

- All field trip tickets will continue to have at least a mandatory 10-mile minimum deadhead mileage charge (\$19.00) for round trips and a minimum charge of 1 hour for "Gas and Waiting" (\$38.75). Field Trips coded activities –(ACT) will not be charged 1 hour for “Gas and Waiting”. For split trips (If a bus drops off students and then returns later for pickup) the mileage charge will be 20 miles and (\$38.00). When entering field trip requests, please make sure to include the full round-trip mileage estimate factoring in ‘to and from’ the location. You may use MapQuest, Google Maps, the Business HUB, or any other mapping application to calculate the mileage as you enter the request in WebTrips. The Field Trip Unit will add the deadhead mileage charge of 10 miles or 20 miles to the billing based on whether it is a full trip or a split trip.
- Ticket requests submitted through WebTrips **must have** the following fields for **Dates/Times** and **Passenger Miles/Purpose** completed before submitting tickets. This is imperative for the Field Trip Unit in order to calculate the billing for school field trip requests.
- Ticket requests submitted through WebTrips using the **category trip code ‘REG’**- Regular, will generate an invoice for schools and be **billed to your school IAF account for payment**. Other Category codes often used for school billings include ‘ATH’- Athletics, ‘MUS’- Music, and ‘ACT’- Activities for Elementary Schools and all schools that go above their activity bus allocation. Please understand that the ticket billing is determined by the Field Trip Category code (not the Fund category code) entered in WebTrips. For consistency purposes, we ask that schools match the fund and category trip code when submitting ticket requests through WebTrips.
- When schools pay for a field trip and seek reimbursement from an MCPS Operating Budget account, please continue to use category trip code ‘REG’ when entering ticket requests. Once the invoice is uploaded to your school IAF account, please submit payment. You may then submit a request for reimbursement to the department managing the budget account by using Form 280-48. Schools will need to provide supporting documentation for reimbursement such as a copy of a school check and/or the iReceivable invoice.
- In other cases, MCPS Operating Budget accounts have been permanently setup for established field trips that have been approved through the Operating Budget. Since a budget has been established, schools will not need to pay for the field trip and seek reimbursement. Instead, Category trip codes have been established for these field trips to charge specific operating budgets. In the event that a school will **NOT** be responsible for paying for a field trip, and you have prior approval to charge an MCPS Operating Budget account to cover the field trip expense, **please DO NOT use Category trip code ‘REG’**. DOT currently has several Category trip codes setup with offices to directly charge MCPS Operating Budget accounts for activities such as regularly scheduled athletics ‘ATHR’, Outdoor Education ‘OED’, special education ‘SPE’, Title I ‘TL1’, Kids Museum ‘KMT’, Strathmore/Patrol Picnic ‘ITR’, etc. These activities are paid directly out of an MCPS Operating Budget account and do not go through the schools IAF account for billing. When trips are submitted using these codes, they will go through an approver in the system that is assigned to the specific code before the ticket is transmitted to the Field Trip office.
- In the event that a field trip needs to be cancelled, please email Elie Louis Jacques and copy Elmer Martinez. Please provide a ticket # or request # in your email to ensure that the trip has been cancelled. A confirmation email will be sent back to you to verify the cancelation of the field trip.

Billing Interface: From Field Trip Database to MCPS Business HUB

- As ticket requests are submitted through WebTrips and approved, a ticket number is generated for the field trip and then transmitted to the Field Trip Database (TOMs). After the trip is completed, the ticket is reviewed by the Field Trip Unit and then billed in TOMs. A billing interface between TOMs and the MCPS Business Hub will then take place (generally once per month) for all billed

tickets within the specified date range. An invoice will then be generated in the Business HUB and transmitted to your school IAF account for payment by the Division of Controller (Accounts Receivable Unit). Due to a large increase in field trip requests, please allow time for the billing process to occur after your trip has been completed.

- As mentioned above, the billing interface will occur once per month. Your school invoice will show all billed activity that occurred during that month with the ticket cost separated individually for hourly and mileage rates. If schools seek reimbursement from outside agencies for covering specific field trips, please use the invoice as support to seek reimbursement. You may highlight the tickets on the invoice if needed.
- In the event that a credit adjustment is needed on a school field trip invoice that you received, please email DOT Fiscal Manager, Tony Tucci. Be prepared to provide the invoice number in question, along with the line item(s) that needs to be addressed, including the hours and/or mileage amounts. The Department of Transportation will work with the Division of Controller (Accounts Receivable Unit) to ensure all necessary adjustments have been applied to your account by the end of each month.