



FIELD TRIP REQUEST FORM

Main Notes Documents History

*Required Fields
*All trips must be requested at least 10 full school day(s) in advance. (Next valid date 10/11/2016)

Requested: 09/27/16 15:26 PM By: Admin

Status: 0 Level 2 - Request Approved
Transportation Approved

Change To: [Select New Status]

Comments: [Select New Status]
Level 1 - Request Submitted
Level 2 - Request Declined
Level 2 - Request Approved
Level 3 - Request Declined
Level 3 - Request Approved
Level 4 - Request Declined
Level 4 - Request Approved
Declined by Transportation
Transportation Approved
Canceled - Request Canceled
Completed - Request Completed

* Field Trip Name: Saratoga P
* School: Craig Eleme
* Department: MUS
Activity: ORC

Contact

Contact:

When a Field Trip request is submitted, an email notification is sent to the next person in the Field Trip request/approval process. When the approver clicks on the link in the email message, they will be redirected to the Infofinder *le* login page. After logging in, the Field Trip request will open to the **Main** tab.

To change the Status of a Field Trip request:

- 1 Select the correct status from the **Change To** drop-down list.
- 2 Enter **Comments** into the free-form text area. See Note*
- 3 Click on the **Save** button at the bottom of the form.

***Before saving the Approval please scroll down and input a valid travel account number.**