



iTravel – Trip Approvals

iTravel approval requests will be required for school and district levels. Some trips only require school level approval, while others will require district level approval. Please reference the iTravel Approval Process document for detailed information.

When a trip requires approval, the approval group will receive email notification with a link to the website. An approver can check current and previous approvals anytime by using the link in the Administrator Portal or going to the website directly <http://apps.collierschools.com/travel>.

- 1) If you used the link in the approval email you will be taken directly to the trip approval page. If you are on the home page you can use the menu link (1) or click on the My Approvals panel shortcut (2).

- 2) Next click on the Review button on the Pending Approval or Pending Reviews tab.

ID	Trip Type	Status	Title	Trip Date	Submit Date	Action
279	Student Field Trip	Pending Approval (Avalon Elementary)	Ms. Baker 5th Grade Science Trip	08/04/2014	07/27/2014 10:01 AM	View Review

- 3) On the review page you will be able to use the Action panel to Approve, Decline, or Add a Note to the trip. Review the information on each of the tabs to verify the request is valid.

Field Trip Review: Ms. Baker 5th Grade Science Trip #279

Action Summary

Approve Decline Add Note Cancel

Trip Information Roster Funding / Cost Attachments (0) Private Notes (0)

General Info

Title: Ms. Baker 5th Grade Science Trip

Travel Type: In County **In State : Approval requires 2 months in advance. Out of State : Approval requires 3 months in advance.**

Group/Location: Avalon Elementary

Occurrence: New Conference

- 4) If you decline the trip, it will require a note/comment to be added and will be sent back to the creator. If you select approve the trip, you can optionally add a note/comment and the trip will be sent to the next level of approval. If you are the final level of approval for this type of trip, the trip will be marked Approved and the creator will be notified by email.

Approve Trip

Click the Approve button below to send to next level.

Note: (Optional)

body

Words: 3

Approve Cancel