



SAP USER TRIP REQUESTS (SCHOOL PERSONNEL)

EMPLOYEE USER GUIDE

This document is an introduction and instruction guide for SAP users to submit transportation requests.

Effective August 1, 2018, all requests for a trip bus will need to be submitted and tracked in the SAP trip portal. Included in this guide is a copy of the access form to be completed and submitted for school personnel needing access to the SAP Trip portal.

Trips/Events Transportation Request Reference Guide

Start by logging into your SAP account (see the last page of the guide for the Access Request form)

Click **Work** tab, Click **Trips** on the menu bar, Click **Trip Request** tab to start a trip requests

Enter the applicable school/department code in the **School Location** field and click on **Display**. This displays any trip requests in progress and the applicable status. Options here are Export, Print, Display, Change, or create a New trip.

Trip Request#	Request Status	Location	Trip Date	Submitted on	Pick up Time	Drop off Time	Destination	Purpose	Confirmation Number	Scheduled	Athletics Request No
0010000762	Approved	ARBOR VIEW HS	09/07/2018	08/14/2018	01:40:00 PM	07:05:00 PM	VALLEY HS	SOCCER (JV/V)	57909051402		30000170
0010000761	Approved	ARBOR VIEW HS	08/30/2018	08/14/2018	01:35:00 PM	07:40:00 PM	CHAPARRAL HS	SOCCER (JV/V)	57908241014		30000170
0010000760	Approved	ARBOR VIEW HS	10/02/2018	08/14/2018	02:15:00 PM	06:35:00 PM	CENTENNIAL HS	SOCCER (JV/V)	57919191514		30000170
0010000516	Approved	ARBOR VIEW HS	09/12/2018	08/09/2018	03:14:00 PM	05:55:00 PM	SHADOW RIDGE HIGH SCHOOL	CROSS COUNTRY (MW)	57909071134		30000134
0010000515	Approved	ARBOR VIEW HS	10/03/2018	08/09/2018			FAITH LUTHERAN HIGH SCHOOL	CROSS COUNTRY (MW)			30000134
0010000514	Approved	ARBOR VIEW HS	09/27/2018	08/09/2018			FLOYD LAMB STATE PARK	CROSS COUNTRY (MW)			30000134
0010000313	Approved	ARBOR VIEW HS	09/14/2018	08/09/2018	05:12:00 PM	10:10:00 PM	CENTENNIAL HS	FOOTBALL (VARSITY)	57909120853		30000080
0010000312	Approved	ARBOR VIEW HS	09/07/2018	08/09/2018	04:55:00 PM	10:35:00 PM	LEGACY HS	FOOTBALL (VARSITY)	57909051438		30000080
0010000311	Approved	ARBOR VIEW HS	10/25/2018	08/09/2018			PALO VERDE HS	FOOTBALL (VARSITY)			30000080
0010000310	Approved	ARBOR VIEW HS	10/05/2018	08/09/2018			FAITH LUTHERAN HIGH SCHOOL	FOOTBALL (VARSITY)			30000080
0010000309	Approved	ARBOR VIEW HS	10/04/2018	08/09/2018			FAITH LUTHERAN HIGH SCHOOL	FOOTBALL (JV)			30000079
0010000308	Approved	ARBOR VIEW HS	08/23/2018	08/09/2018	04:15:00 PM	09:45:00 PM	LIBERTY HS	FOOTBALL (JV)	579JVFB823		30000079
0010000307	Approved	ARBOR VIEW HS	09/06/2018	08/09/2018	04:55:00 PM	09:00:00 PM	LEGACY HS	FOOTBALL (JV)	57909051012		30000079
0010000306	Approved	ARBOR VIEW HS	09/13/2018	08/09/2018	05:12:00 PM	09:01:00 PM	CENTENNIAL HS	FOOTBALL (JV)	57909101436		30000079
0010000305	Approved	ARBOR VIEW HS	10/24/2018	08/09/2018			PALO VERDE HS	FOOTBALL (JV)			30000079
0010000304	Approved	ARBOR VIEW HS	10/04/2018	08/09/2018			FAITH LUTHERAN HIGH SCHOOL	FOOTBALL (B)			30000078
0010000303	Approved	ARBOR VIEW HS	08/23/2018	08/09/2018	01:45:00 PM	07:15:00 PM	LIBERTY HS	FOOTBALL (B)	579BFB823		30000078
0010000302	Approved	ARBOR VIEW HS	09/13/2018	08/09/2018	02:42:00 PM	06:21:00 PM	CENTENNIAL HS	FOOTBALL (B)	57909101535		30000078
0010000301	Approved	ARBOR VIEW HS	10/24/2018	08/09/2018			PALO VERDE HS	FOOTBALL (B)			30000078
0010000300	Approved	ARBOR VIEW HS	09/06/2018	08/09/2018	02:25:00 PM	06:35:00 PM	LEGACY HS	FOOTBALL (B)	57909051004		30000078

Trips/Events Transportation Request Reference Guide

When submitting a new trip request, the user can view the trip **Rate Schedule**, select **Hold** to save the trip to be completed at a later date or complete all the required fields and **Submit** the trip request.

Trip Request (TRANSP 6 & 7)

Rate Schedules

Request Number:

Status: All
Reset
Submit
Hold
Delete
Print
Back

Section 1: School must complete this section

Paid By: * School Department

Trip Type: *

Drop Off At Event Time: :

Pick Up From Event Time: :

Purpose Of Trip: *

High Mileage Trip (over 60 miles) Overnight Trip

Departure Date: *

Return Date:

Of Students: *

Of Adult: *

Of W/C: *

The rate schedule serves as a cost estimator tool so users can predetermine the field trip cost.

Address Selection Area (Optional)

Pickup Address:

Destination Address:

One Way Round Trip

Mileage :

Travel Time (hours):

Select Rate, Travel days, etc

Select Rate Schedule

In-District (\$40/hr)

Travel day type to/from the destination

Weekday (+\$0)

Check if the whole trip is over 60 miles. (+\$10/hr)
 Check if overnight

Hourly Rate: \$40.00		Est. Travel Time:	0.0
Min. Hours: 2 hours		Time at Event (Hours):	0.0
	(Min Hours Applied)	Est. Total Hours:	2.0
		Billable hours:	2.0
		Total Cost:	\$80.00

Trips/Events Transportation Request Reference Guide

This symbol * indicates a field is required (note: trips funded by GRANTS, will not require a cost center)

Paid By:* <input type="radio"/> School <input type="radio"/> Department Trip Type:* <input type="text"/> Drop Off At Event Time: <input type="text"/> : <input type="text"/> : <input type="text"/> Pick Up From Event Time: <input type="text"/> : <input type="text"/> : <input type="text"/> Purpose Of Trip:* <input type="text"/> <input type="checkbox"/> High Mileage Trip (over 60 miles) <input type="checkbox"/> Overnight Trip	Departure Date:* <input type="text"/> Return Date: <input type="text"/> # Of Students:* <input type="text" value="0"/> # Of Adult:* <input type="text" value="0"/> # Of W/C:* <input type="text" value="0"/>																														
Disclaimer: Times for bus arrival for drop off at event may vary due to trip distance.																															
Rejection Reason: <input type="text"/>																															
Add Line Delete Line																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">☐</th> <th style="width: 15%;">Type</th> <th style="width: 15%;">Location No</th> <th style="width: 35%;">Location Name</th> <th style="width: 30%;">Address</th> </tr> </thead> <tbody> <tr><td>☐</td><td>▼</td><td></td><td></td><td></td></tr> <tr><td>☐</td><td>▼</td><td></td><td></td><td></td></tr> <tr><td>☐</td><td>▼</td><td></td><td></td><td></td></tr> <tr><td>☐</td><td>▼</td><td></td><td></td><td></td></tr> <tr><td>☐</td><td>▼</td><td></td><td></td><td></td></tr> </tbody> </table>		☐	Type	Location No	Location Name	Address	☐	▼				☐	▼				☐	▼				☐	▼				☐	▼			
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School Requesting Trip:* <input type="text"/> Approving Principal: <input type="text"/> Contact Person:* <input type="text"/> Phone:* <input type="text"/> Extension: <input type="text"/> Additional Information: <input type="text"/>	School Name: <input type="text"/> Date Approved: <input type="text"/> Contact Email:* <input type="text"/> Trip Cost Center: <input type="text"/>																														
Section 2: Dept. paying for the trip must complete this section																															
Bill To Dept. :* <input type="text"/> Contact Person:* <input type="text"/> Contact Email:* <input type="text"/> Phone No. :* <input type="text"/> Extension: <input type="text"/> Additional Information: <input type="text"/>	Dept. Name: <input type="text"/> Current Approver: <input type="text"/> Last Date Approved: <input type="text"/> Cost Center:* <input type="text"/> Internal Order:* <input type="text"/> Functional Area: <input type="text"/>																														
Attention Trip Requestor: As required by Nevada Revised Statute 392.375 ensure that all kindergarten through fourth grade students scheduled to ride the school bus for this trip/activity view the Bus Safety Video two-three days prior to the trip. The video can be accessed at the link below or through Pathlore. It is the school's responsibility to meet this requirement. http://ccsd.net/departments/transportation/bus-safety-rules-regs																															
R & S Information																															
Confirmation Number: <input type="text"/> To Event Route: <input type="text"/> From Event Route: <input type="text"/> School Pick Up Time: <input type="text" value="12:00 AM"/> School Drop Off Time: <input type="text" value="12:00 AM"/>	Approved: <input type="text"/> Scheduled: <input type="checkbox"/> Trip Canceled On: <input type="text"/>																														

Trips/Events Transportation Request Reference Guide

When completing the form and listing the trip locations, the location code is required. If you know the location code for the trip destination, input the code and click <ENTER>. The corresponding location name field will populate.

If the location code is not known, SAP provides an easy interface to search for a location. When you click in the Location No text field, a double box icon shown will appear (see red arrow below).

Type	Location No	Location Name	Address
Pickup	352	ELDORADO HS	1139 NORTH LINN LANE LAS VEGAS 89110 NV
			

Click on the double box icon and a Search Criteria window will open. Simply type in the partial name of the location. In the example below, the location searched is for Sunset Park. The user only needs to type in the word "Sunset" and hit <enter> or click the Start Search button.

A list menu of all the locations with "Sunset" in the name will appear. Review the locations, and select/click the appropriate location. Once the location is selected, the user will be returned to the Trip Request screen to complete and submit the request.

Field Trip Request

Search Criteria

Location: 

Name:

Search Term:

Results List: 13 results found for Location No

Location	Location Name 1	Location Name 2	House number and street	City
888	COWAN SUNSET SE		5300 E. RUSSELL RD.	LAS VEGAS
815	MORRIS ACADEMY SUNSET PROGR...		1805 S ATLANTIC	LAS VEGAS
700480	SMITH'S - SUNSET		4600 E SUNSET ROAD	LAS VEGAS
813	SUNSET HS NORTH		602 WEST BROOKS AVENUE	NORTH LAS VEGAS
456	SUNSET HS NW		10250 WEST CENTENNIAL PARKWAY	LAS VEGAS
814	SUNSET HS SOUTH		5300 EAST RUSSELL ROAD	LAS VEGAS
816	SUNSET HS WEST		4560 WEST HARMON	LAS VEGAS
700505	SUNSET LANES		4451 E SUNSET RD	HENDERSON
700506	SUNSET PARK		2601 E SUNSET RD	LAS VEGAS
701465	SUNSET PIZZERIA		869 S BOULDER HWY	HENDERSON

Type	Location No	Location Name	Address
Pickup	352	ELDORADO HS	1139 NORTH LINN LANE LAS VEGAS 89110 NV
Event	700506	SUNSET PARK	2601 E SUNSET RD LAS VEGAS 89120 NV

Trips/Events Transportation Request Reference Guide

Multiple destinations can be added to a Trip Request. In the example below, an additional stop is requested after the park. When requesting a trip with multiple stops/destinations, ensure that all details and trip itinerary is communicated in the **Additional Information** field.

This additional information and details will help ensure the trip is enjoyable for staff and students. Some locations have limited access for large profile vehicles. This information will help the trip processor determine if a preview of the location is required to ensure safe access to/from the destination.

Type	Location No	Location Name	Address
Pickup	352	ELDORADO HS	1139 NORTH LINN LANE LAS VEGAS 89110 NV
Event	700506	SUNSET PARK	2601 E SUNSET RD LAS VEGAS 89120 NV
Event	701430	MCDONALDS	2550 E SUNSET RD LAS VEGAS 89120 NV
Pickup	352	ELDORADO HS	1139 NORTH LINN LANE LAS VEGAS 89110 NV

School Requesting Trip: * <input type="text" value="352"/>	School Name: <input type="text" value="ELDORADO HS"/>
Approving Principal: <input type="text"/>	Date Approved: <input type="text"/>
Contact Person: * <input type="text" value="test person"/>	Contact Email: * <input type="text" value="tester@nv.ccsd.net"/>
Phone: * <input type="text"/>	Trip Cost Center: <input type="text"/>
Extension: <input type="text"/>	

Additional Information: We would like to be picked up at 12:00 from sunset park to go to McDonalds on Sunset and we would also like to be back at the school by 3 pm.

Trip Cancelations

A trip can be canceled anytime during the approval process by the approver. Once the trip request is received and approved by the Transportation Routing and Scheduling Department. Please send an email stating the reason for the cancelation and the trip ID to: 0389-TransEvents-User@nv.ccsd.net. Transportation routing staff will routinely monitor the in box and will cancel the trips in order of the trip date. Once a trip has been canceled, it cannot be reversed. Users will need to submit a new trip request.

Trips/Events Transportation Request Reference Guide

Once the request form is completed and the user submits the trip request, the approval process and status notifications are triggered.

Requestor → Principal → Funding Dept. (if applicable) → Transportation

Each step of the approval and scheduling workflow will trigger a notification to the requestor in SAP.

The last step of the process is the scheduling of the trip. To view the details of the scheduled trip, highlight the trip and click **Display**.

Data Selection

School Location: To

Trip Date: To

Trip Request Number: To

Trip Type:

Trip Request Status: To

Athletics Request No: To

Trip Request#	Request Status	Location	Trip Date	Submitted on	Pick up Time	Drop off Time	Destination	Purpose	Confirmation Number	Scheduled	Athletics Request No
0010000303	Approved	ARBOR VIEW HS	08/23/2018	08/09/2018	01:45:00 PM	07:15:00 PM	LIBERTY HS	FOOTBALL (B)	579BFB823		30000078
0010000308	Approved	ARBOR VIEW HS	08/23/2018	08/09/2018	04:15:00 PM	09:45:00 PM	LIBERTY HS	FOOTBALL (JV)	579JVFB823		30000079
0010001161	Approved	ARBOR VIEW HS	08/23/2018	08/15/2018	01:30:00 PM	07:45:00 PM	SIERRA VISTA HS	SOCCER (JV/V)	57908151630		30000231
0010001442	Approved	ARBOR VIEW HS	08/27/2018	08/15/2018	02:00:00 PM	06:45:00 PM	RANCHO HS	TENNIS (M/W)	57908160835	X	30000306
0010001438	Approved	ARBOR VIEW HS	08/28/2018	08/15/2018	02:05:00 PM	06:40:00 PM	PALO VERDE HS	TENNIS (M/W)	57908160844		30000306

All details of the trip will be visible along with the bus routing information for the trip. Section 2 will only need to be completed when another department is funding the trip.

Paid By: School Department

Trip Type:

Departure Date:

Drop Off At Event Time:

Return Date:

Pick Up From Event Time:

Of Students:

Purpose Of Trip:

Of Adult:

High Mileage Trip (over 60 miles) Overnight Trip

Of W/C:

Disclaimer: Times for bus arrival for drop off at event may vary due to trip distance.

Rejection Reason:

Type	Location No	Location Name	Address
Pickup	332	BRIDGER MS	2505 N. BRUCE ST. NORTH LAS VEGAS 89030 NV
Event	700331	MIRAGE HOTEL & CASINO	3400 S LAS VEGAS BLVD LAS VEGAS 89109 NV
Return	332	BRIDGER MS	2505 N. BRUCE ST. NORTH LAS VEGAS 89030 NV

School Requesting Trip:

School Name:

Approving Principal:

Date Approved:

Contact Person:

Contact Email:

Phone:

Field Trip Cost Center:

Extension:

Additional Information:

Section 2: Dept. paying for the trip must complete this section

Bill To Dept.: <input type="text"/>	Dept. Name: <input type="text"/>
Contact Person: <input type="text"/>	Current Approver: <input type="text"/>
Contact Email: <input type="text"/>	Last Date Approved: <input type="text"/>
Phone No.: <input type="text"/>	Cost Center: <input type="text"/>
Extension: <input type="text"/>	Internal Order: <input type="text"/>
	Functional Area: <input type="text"/>

Additional Information:

Attention Trip Requestor: As required by Nevada Revised Statute 392.375 ensure that all kindergarten through fourth grade students scheduled to ride the school bus for this trip/activity view the Bus Safety Video two-three days prior to the trip. The video can be accessed at the link below or through Pathlore. It is the school's responsibility to meet this requirement. <http://ccsd.net/departments/transportation/bus-safety-rules-regs>

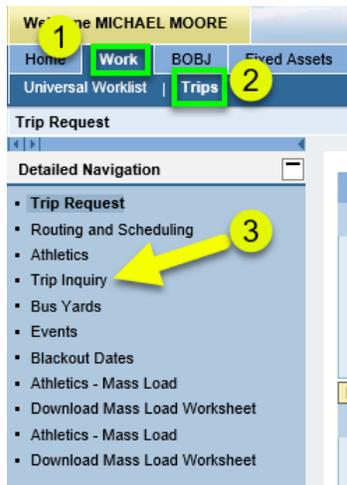
Trips/Events Transportation Request Reference Guide

The bottom section of the request is the **R & S Information**; providing the details of the scheduled trip. In some cases, the **To Event** and **From Event** route/driver will differ based on the event location, times, and length of the trip. The pickup/drop off times in this section reflect the times at the school (starting destination).

R & S Information	
Confirmation Number:	FT002.222
To Event Route:	W1234
From Event Route:	W1234
School Pick Up Time:	12:00 PM
School Drop Off Time:	04:00 AM
Approved:	Yes
Scheduled:	<input checked="" type="checkbox"/>
Trip Canceled On:	

Viewing Scheduled Athletics Trips

Users may also view athletic trips scheduled for their school location. After logging in, Click **Work** tab, Click **Trips** on the menu bar, Click **Trip Inquiry**.



From the Trip Request Report screen select school location, trip number (if known), trip date or any other filter information. Once the user enters the applicable filter criteria click **Display**. A list of trips meeting the filter criteria will appear. Click and highlight a trip on the list, and click **Display** (above the list window).

Data Selection

School Location: To

Trip Request Number: To

Trip Request Status: To

Trip Date: To

Trip Type:

Athletics Request No: To

Export Print

Trip Request#	Request Status	Location	Trip Date	Submitted on	Pick up Time	Drop off Time	Destination	Purpose	Confirmation Number	Scheduled	Athletics Request No
0010001161	Approved	ARBOR VIEW HS	08/23/2018	08/15/2018	01:30:00 PM	07:45:00 PM	SIERRA VISTA HS	SOCCER (JV/V)	57908151630		30000231
0010001442	Approved	ARBOR VIEW HS	08/27/2018	08/15/2018	02:00:00 PM	06:45:00 PM	RANCHO HS	TENNIS (M/W)	57908160835	X	30000306
0010001438	Approved	ARBOR VIEW HS	08/28/2018	08/15/2018	02:05:00 PM	06:40:00 PM	PALO VERDE HS	TENNIS (M/W)	57908160844		30000306
0010000761	Approved	ARBOR VIEW HS	08/30/2018	08/14/2018	01:35:00 PM	07:40:00 PM	CHAPARRAL HS	SOCCER (JV/V)	57908241014		30000170
0010000766	Approved	ARBOR VIEW HS	08/31/2018	08/14/2018	01:40:00 PM	07:35:00 PM	DURANGO HS	SOCCER (JV/V)	57908231454		30000170
0010001159	Approved	ARBOR VIEW HS	09/05/2018	08/15/2018	01:47:00 PM	07:09:00 PM	ELDORADO HS	SOCCER (JV/V)	57909041107		30000231

Trips/Events Transportation Request Reference Guide

The bus schedule information will display at the bottom of the page in the R & S Information section. The **To Event** and **From Event** route/driver may not match depending on trip time, location, length, and available transportation resources. The pickup and drop off times are at the school (starting destination). Athletic/game trips funded by the Athletics' Department are entered into SAP by Athletic Department personnel. These trips do not require approval from the school Principal.

R & S Information

Confirmation Number: <input type="text" value="578BFB822"/>	Approved: <input type="text" value="Yes"/>
To Event Route: <input type="text" value="E0507"/>	Scheduled: <input checked="" type="checkbox"/>
From Event Route: <input type="text" value="E0507"/>	Trip Canceled On: <input type="text"/>
School Pick Up Time: <input type="text" value="14:20"/>	
School Drop Off Time: <input type="text" value="18:20"/>	

Description & Reasons:

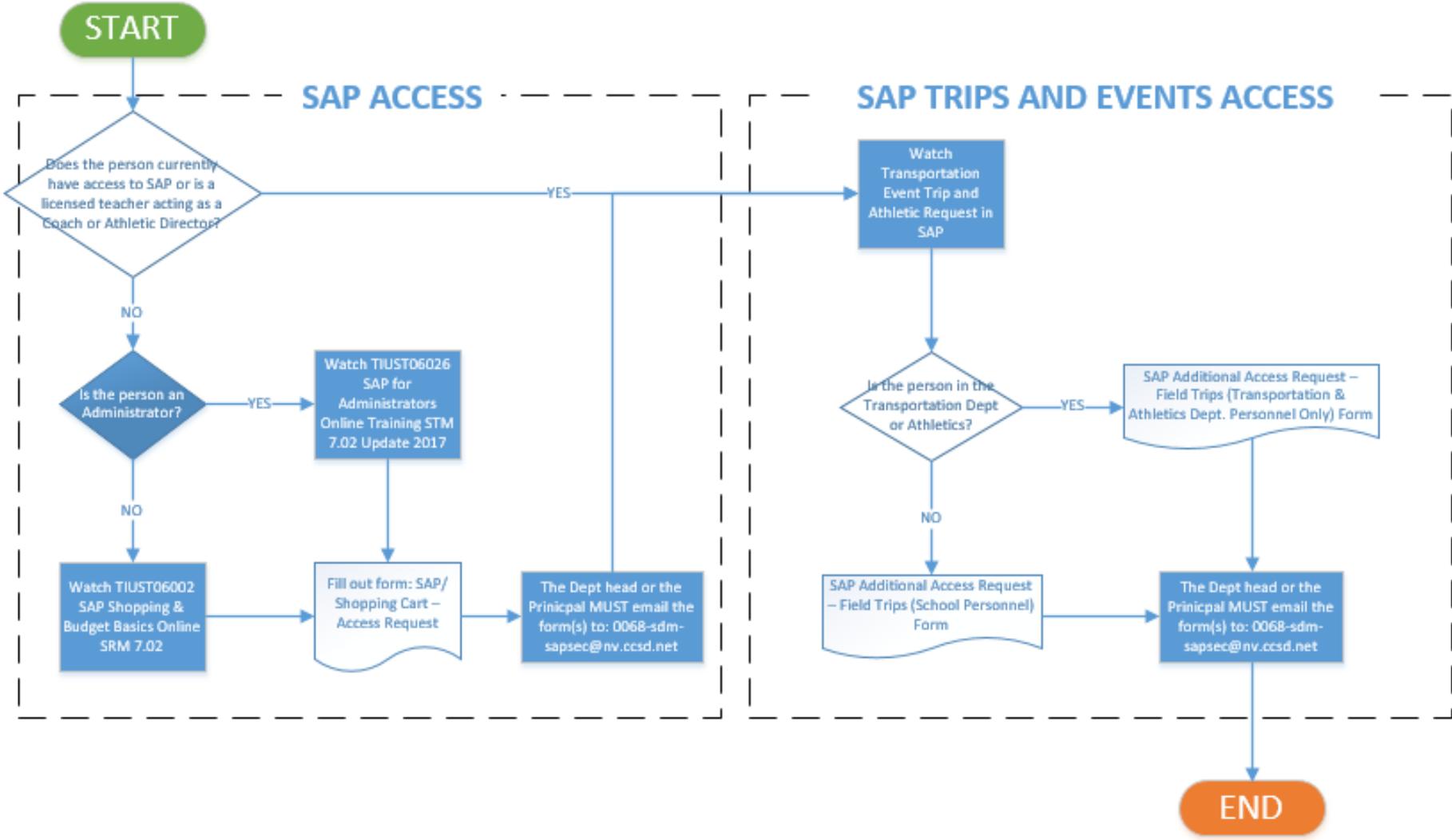
Transportation service times are scheduled based on defined pre-game arrival periods, game length and type of event. The defined parameters are set by the Athletics Department (see chart schedule below).

Athletics - Sports				
Sport	Sport Description	Buses	Pregame Ar	Game Len
BASEBALL	BASEBALL (JV/V)	1	60	150
BASKETBALL	BASKETBALL (B/JV/V)	2	60	300
BASKETBALLMS	BASKETBALL (MS)	1	45	150
BOWLINGMW	BOWLING (M/W)	1	45	120
CROSSCOUNTRYMW	CROSS COUNTRY (M/W)	1	60	60
FLAGFOOTBALLG	FLAG FOOTBALL (GIRLS)	1	45	240
FOOTBALLB	FOOTBALL (B)	1	60	120
FOOTBALLJV	FOOTBALL (JV)	1	60	120
FOOTBALLV	FOOTBALL (VARSITY)	1	90	180
SOCCERB	SOCCER (GIRLS-B)	1	60	90
SOCCERJV	SOCCER (JV/V)	1	60	150
SOFTBALL	SOFTBALL (JV/V)	1	60	150
SWIMMEETMW	SWIM MEET (M/W)	1	30	270
SWIMPRACMW	SWIM PRACTISE (M/W)	1	30	120
TENNISMW	TENNIS (M/W)	1	45	150
TRACKFIELDMW	TRACK & FIELD (M/W)	1	60	300
VOLLEYBALLB	VOLLEYBALL (BOYS)	1	60	150
VOLLEYBALLG	VOLLEYBALL (GIRLS)	1	60	150
WRESTLING	WRESTLING	1	60	240

Athletic trips are scheduled by transportation personnel at least two (2) week in advance. Last minute trip changes, may not be reflected.

Trips/Events Transportation Request Reference Guide

SAP Trips and Events Permissions



Trips/Events Transportation Request Reference Guide



Technology & Information System Services Division

SAP User Additional Access Request – Field Trips (School Personnel)

Users are automatically created in SAP and granted default roles based upon their position code. **DO NOT use this form if you are a Principal, School Office Manager or Administrative School Secretary, as access for these users is automatically granted.** Users will automatically be removed from current access when their location or position code changes. New accounts are inactive and disabled by default. This form should only be used for users that need access to request or approve school field trips in the SAP portal **after initial access has been granted.**

Please have your site administrator (PRINCIPAL) e-mail the completed form to [SAP SEC.](#)

Sections I and II must be completely filled out. Missing information on this form may cause processing delay.

Section I - Requestor Information			
Name (First MI Last)		Personnel ID:	
Location:		Location Code:	
Position/Title		Work Phone:	
Effective Date:			

Please note: Users may be required to complete a short online video in Pathlore prior to access being granted.
Please use search term "Event Trip" in Pathlore to view this video.
Questions may be directed to the Help Desk at 702-799-3300 or 0099-3300 (WAN).

Completion of online training will be verified before access is granted.
Online (Pathlore) Training Date: <input style="width: 150px;" type="text"/>

Role(s) requested:	
<input type="checkbox"/>	View Field Trip (ZZ FI SD FT INQUIRY)
<input type="checkbox"/>	Create Field Trip (ZZ FI SD FT REQUESTER)

Section II - Principal Approval (In the absence of the Principal, the form should be submitted to a higher level of authority for approval.)	
Administrator's Name	
Position/Title	