Field Trip Process – Web Trips/TOM

Start

1. School’s Request.
   1.1 Outside Agency’s request

4. Tickets.

   7.1 Outside Agency’s Invoice.

End

10. Invoice/Payment.

9. Invoicing/Payment.

No

2. Accept?

Yes

3. Assign drivers/attendants.

4. Tickets.


End

7.2 Payment.


Accountant

Depots

5. Tickets.
Field Trip Process – Activity (ticketless)

1. Request.

2. Approve?
   - No → End
   - Yes → 3. Print request.

3. Print request.

4. Bid.

5. TCM manages activities.

6. Payment. → End