Travel Plan (Students)
updated 31st Oct 2014
Travel Plan (Students)

Declare Travel Plan

• Declare New Travel Plan
  - Travelling Declaration
  - Non-Travelling Declaration

• Edit Existing Travel Plans

• Delete Existing Travel Plans
Travel Plan (Students)

Declare Travel Plan
### Travel Plan (Students)

**Step 1:** Click **School Admin**.

**Step 2:** Click **Travel Plan**.
**Travel Plan (Students)**

**School Admin > Travel Plan**

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Start Date</th>
<th>End Date</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 3:**
Click on **Declare**.

No travel plan found.
Travel Plan (Students)

Declare Travel Plan (Travelling)
Travel Plan (Students)

Step 1: Select Option 2 if you are travelling to another country.

Step 2: Click on the start & end dates and select from the pop-up calendar.

Step 3: Select the destination country from the drop-down list and enter the specific state.
Travel Plan (Students)

Step 4:
Select **Purpose of Travel** from the drop-down list, and specify the purpose if “Others” is selected.

Step 5:
Select **Mode of Travel** from the drop-down list, and specify the Flight Number if travelling by air.

Step 6:
Enter an emergency contact number
Travel Plan (Students)

Step 7: Enter Parent/Guardian Name and Contact details

Step 8: Check to confirm the accuracy of the declaration

Step 9: Click Save to save this record or click Save & Add Another if you are travelling to multiple destinations
Travel Plan (Students)

Declare Travel Plan (Non-Travelling)
Travel Plan (Students)

Step 1: Select **Option 1** if you are **NOT** travelling to another country.

Step 2: Select the specific term break which you are not travelling

Step 3: Enter Parent/Guardian Name and Contact details

Step 4: Check to confirm the accuracy of the declaration and click **Save**
Travel Plan (Students)

Edit Existing Travel Plans
## Travel Plan (Students)

**Step 1:** Select the travel plan which you would like to edit.

**Step 2:** Click **Edit**.

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<tr>
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<tbody>
<tr>
<td>[Not Travelling]</td>
<td>-</td>
<td>-</td>
<td>30 May</td>
</tr>
<tr>
<td>Vacation</td>
<td>3 Jun</td>
<td>10 Jun</td>
<td>30 May</td>
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Travel Plan (Students)

Step 3: Proceed to make any required changes in the respective fields.

Step 4: Click Save.
Travel Plan (Students)

Delete Existing Travel Plans
Travel Plan (Students)

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**Step 1:**
Select the travel plan which you would like to edit.

**Step 2:**
Click **Delete**.
Travel Plan (Students)

Step 2:
Click **OK** to proceed with deleting the travel plan record.
Travel Plan (Students)

The End