





ABC+:Advancing Basic Education in the Philippines

Automated Trip Report

Accomplishment Guide

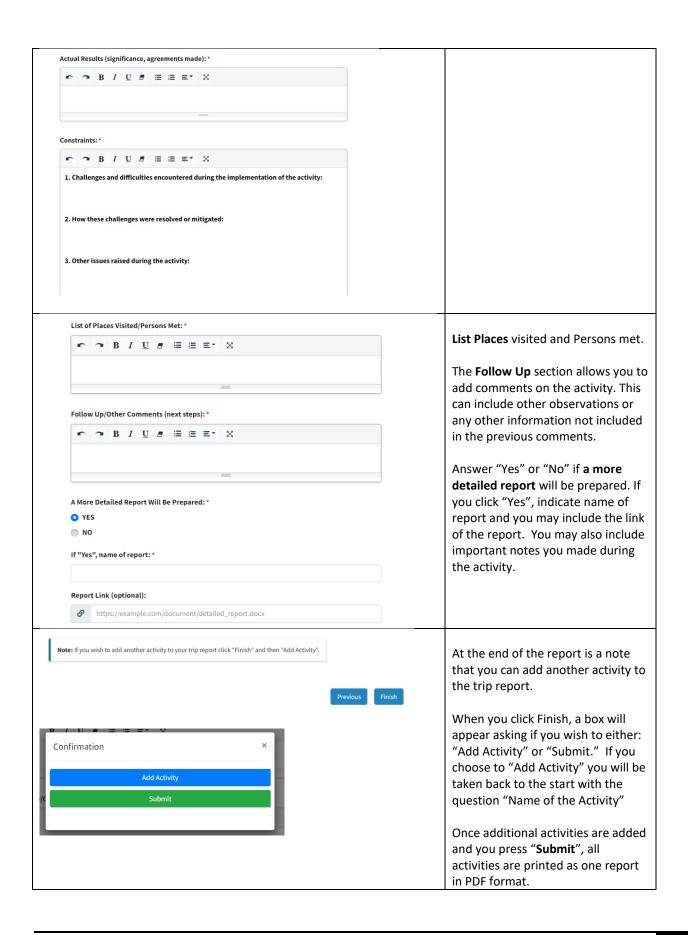
This report should be completed as an attachment to the Project Travel Expenses Report. The staff-signed PDF file should be sent to the supervisor for review, comment and/or signature. The financial processing and payment of the Travel Expense Report requires the supervisor's signature or approval of the Trip Report.

The Automated Trip Report allows you to report more than one activity per report. Once completed the Automated Trip Report will generate a PDF file that you can submit for your supervisor's signature and submit to Finance.

Aside from compliance with finance requirements, the Automated Trip Report allows us to capture data for the Quarterly and Annual Project Reports.

Trip Report Section	Guide
ABC+: Advancing Basic Education in the Philippines	Opening page of the Trip report.
ABC+ Staff Trip Report This report should be completed together with the Project Travel Expenses Report attached with the approved Travel Authorization Request. Both should be sent together to the supervisor. The financial processing and payment of the Travel Expense Report requires the supervisor's signature or approval of the Trip Report. The Trip Report is to be used for in-country travel as well as out of country travel. Generally, whenever a Travel Authorization Request is issued, a Trip Report would be expected for that trip. Note: This trip report allows you to document more than one activity conducted during the same trip. Staff Name: *	Staff Name is a drop-down menu, please select your name. For non-ABC+ staff, please select either TAF or Consultant at the bottom of the list and enter your name.
Select Name Email Address * Email	Enter your email address . Your browser should remember your email for the next trip report and just prompt you.
Previous Next	Press "Next".
	Type out your Activity title .
	Select the range of dates for your start and end date.
	Indicate if the trip is mentioned in your workplan.

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ABC+ Staff Trip Report This report should be completed together with the Project Travel Expenses Report attached with the approved Travel Authorization Request. Both should be sent together to the supervisor. The financial processing and payment of the Travel Expense Report requires the supervisor's signature or approval of the Trip Report. The Trip Report is to be used for in-country travel as well as out of country travel. Generally, whenever a Travel Authorization Request is issued, a Trip Report would be expected for that trip. Note: This trip report allows you to document more than one activity conducted during the same trip. **Start and End Dates** Start and End Dates** 12/09/2022 - 12/09/2022	
Select sub-IR Purpose of Travel (include all objectives of the activity): BIUGE EXAMPLE ACTUAL STREET STR	Since data from the trip report will be used in the QPR/APR, we need to classify your data by Sub IR or unit . Please click the relevant Sub IR under which your activity belongs. For Sub IR 1.1 and 2.1 you are also prompted to choose specific types of activities. The drop-down menu also allows you to select your unit for MEL, Communications, Operations, TAF or others. Under Purpose of Travel please write out all the objectives of the activity as indicated in your Activity Plan. Actual Results captures the numbers we also include in the QPR/APR. Please click participants if your activity is a training, orientation, workshop or a meeting and indicate number of participants and their gender. If your activity is on book distribution, please indicate number of books distributed.
	Actual Results records the qualitative outputs of your activity. Please briefly describe the significance of the activity as it related to our goals or indicators. Also indicate agreements made and next steps planned.

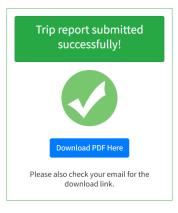








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You will receive an email with this message and link to your PDF formatted report that you can submit to your supervisor for approval and to Finance for financial processing.

The data you submitted will also be classified by different Sub IRs in a MEL data worksheet that will be used for the QPR/APR.

Many thanks!