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
	Opening page of the Trip report. **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. Enter your **email address**. Your browser should remember your email for the next trip report and just prompt you. 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.

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.

Activity Title: *

Start and End Dates *

📅 12/09/2022 - 12/09/2022

Trip mentioned in the monthly workplan: *

🔘 YES
⚪ NO

Select Sub-IR/Unit: *

Select sub-IR

Purpose of Travel (include all objectives of the activity): *

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Actual Results (outputs of the activity):

Number of Male Participants: *   0

Number of Female Participants: *   0

Number of Books: *   0

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.

Actual Results (significance, agreements made): *

Constraints: *

1. Challenges and difficulties encountered during the implementation of the activity:

2. How these challenges were resolved or mitigated:

3. Other issues raised during the activity:

List of Places Visited/Persons Met: *

Follow Up/Other Comments (next steps): *

A More Detailed Report Will Be Prepared: *
- YES
- NO

If "Yes", name of report: *

Report Link (optional):
https://example.com/document/detailed_report.docx

List Places visited and Persons met.

The **Follow Up** section allows you to add comments on the activity. This can include other observations or any other information not included in the previous comments.

Answer "Yes" or "No" if **a more detailed report** will be prepared. If you click "Yes", indicate name of report and you may include the link of the report. You may also include important notes you made during the activity.

Note: If you wish to add another activity to your trip report click "Finish" and then "Add Activity".

Previous   Finish

Confirmation   ✕

Add Activity

Submit

At the end of the report is a note that you can add another activity to the trip report.

When you click Finish, a box will appear asking if you wish to either: "Add Activity" or "Submit." If you choose to "Add Activity" you will be taken back to the start with the question "Name of the Activity"

Once additional activities are added and you press "**Submit**", all activities are printed as one report in PDF format.

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> **Trip report submitted successfully!**
>
> ✓
>
> **Download PDF Here**
>
> Please also check your email for the download link.

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!