



## **CTAE FIELD TRIP PROCESS**

## CTAE Travel Process

### How to Submit a Field Trip Request

01

Please ensure that your Field Trip Request is submitted to your Bookkeepers or school secretary so it can be entered into STIMS Software online portal. Please ensure you obtain the Field Trip Number as this is confirmation that the Field Trip is in the system.

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Please ensure that CTAE is selected as the Fund Account, if this is not done, the CTAE Department will not see the request in order to approved funding. If a another department is selected as the Fund Account for CTAE Field Trips it may be ignored or cancelled by that department.

02

Complete the Goals & Objectives Form.

Please click on this link to download a the form:

<https://www.clayton.k12.ga.us/common/pages/UserFile.aspx?fileId=24281947>

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### How to Submit a Field Trip Request

03

Complete the Chaperone Form.

Please click on this link to download a the form:

<https://www.clayton.k12.ga.us/common/pages/UserFile.aspx?fileId=24281949>

04

Submit the Field Trip Number, Goals & Objectives Forms along with the Chaperone Form to your Area Superintendent Office for Review..

05

Once your field Trip is entered into STIMS and assigned the correct funding account, your field trip will be populated in my list of field trip to be reviewed for funding approval. Once funded by CTAE the field trip is forwarded to your Areas Superintendent for approval.