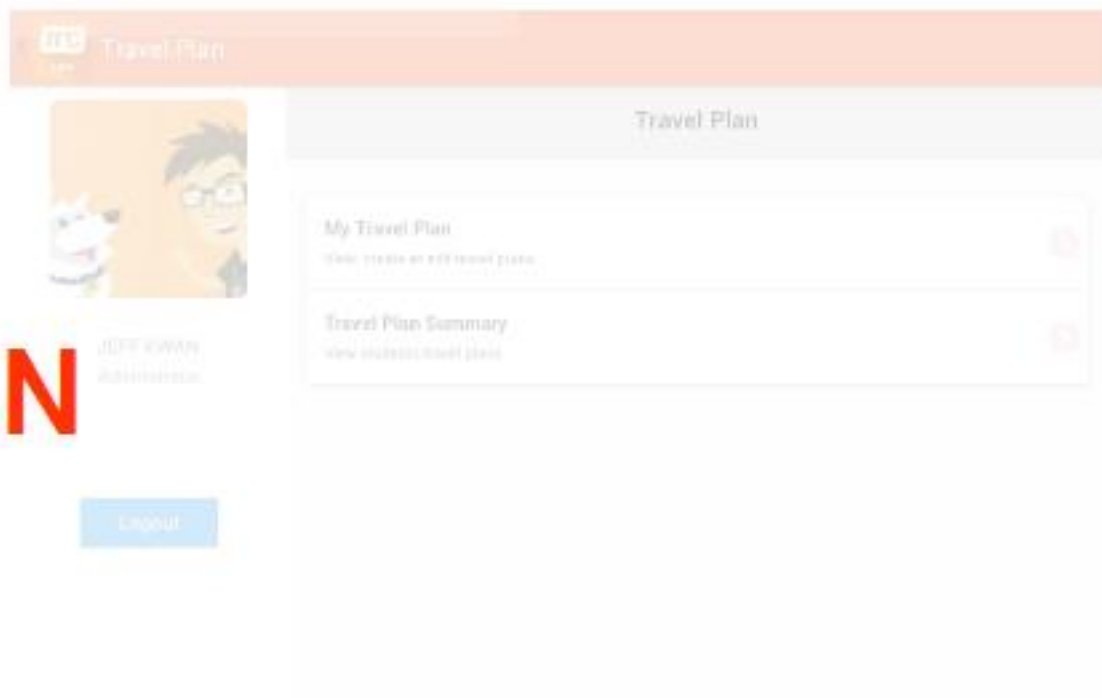
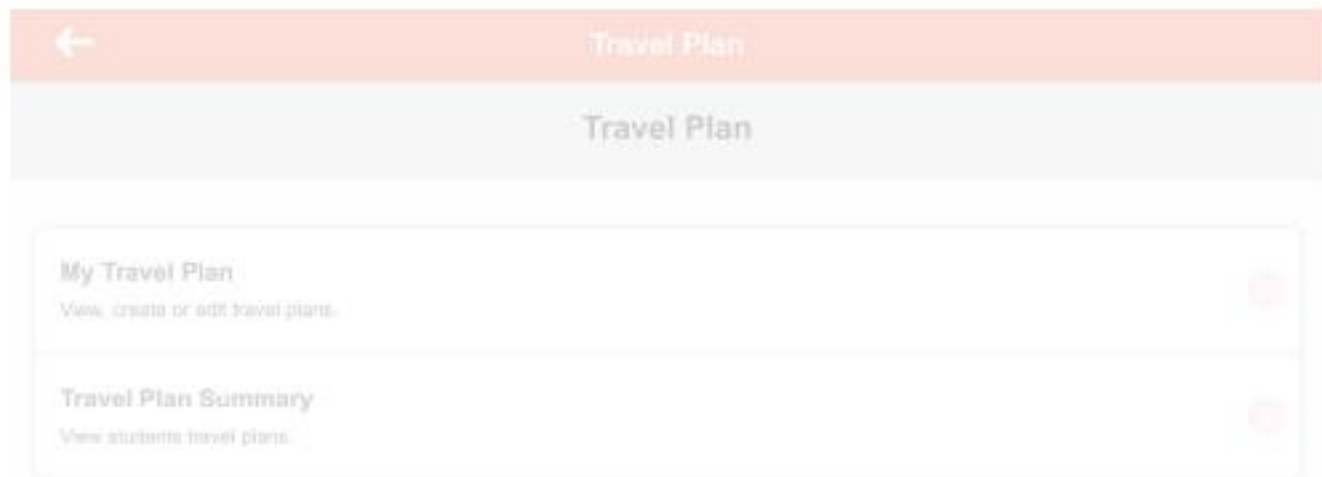


Holistic Educational Solutions



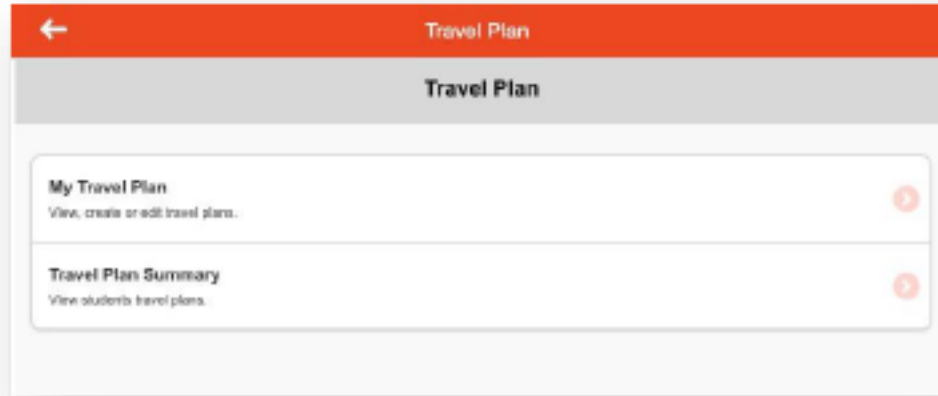
MCO LMS Mobile App

Travel Plan



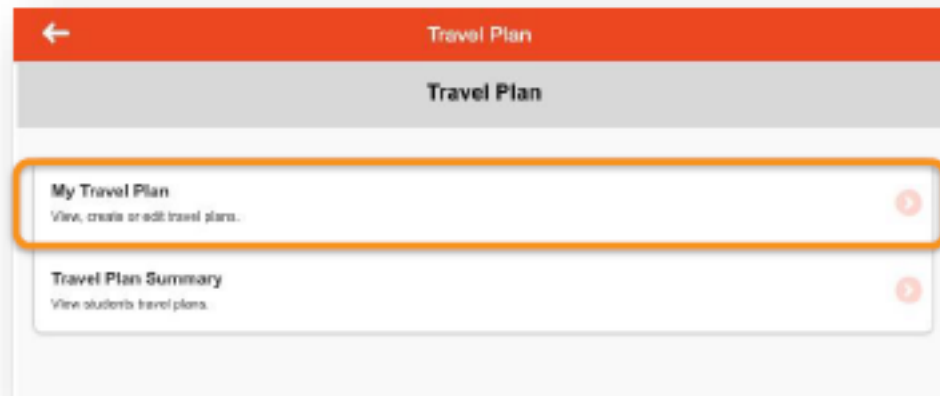
TRAVEL PLAN

Travel Plan (IOS and Android)



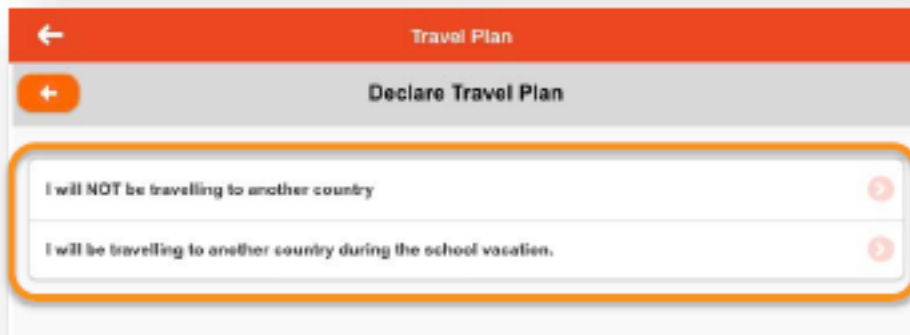
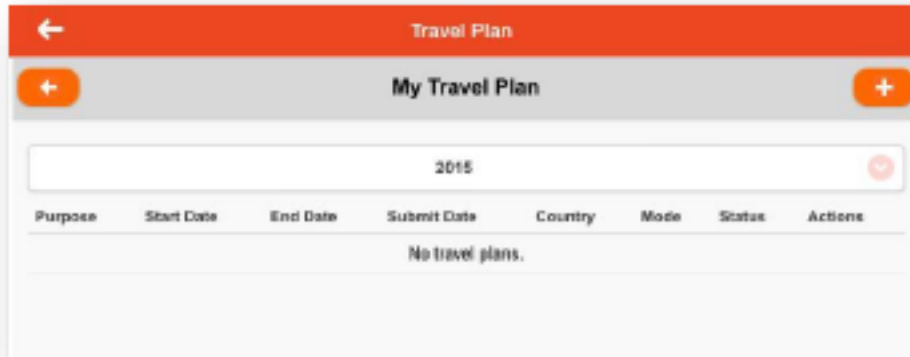
- **Travel Plan** has the following functions.
 - **My Travel Plan** allows you to record your travel plans for the school year.

Travel Plan – My Travel Plan



- **My Travel Plan** allows you to record your travel plans for the school year.
- You can record as **NOT travelling** to another destination or **travelling** to another destination.

Travel Plan – My Travel Plan



1. Tap on the “+” icon on the top-right to add your travel plan.
2. You will be presented with 2 options when declaring your travel plans :
 - I will NOT be travelling to another country
 - I will be travelling to another country during the school vacation.

Travel Plan – My Travel Plan

Travel Plan

Declare Travel Plan

I will NOT be travelling to another country during the following holiday:

Mar

I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.

3. If you have selected “I will **NOT** be travelling”
 - You will need to select the month
 - Check on the checkbox for the declaration and
 - Tap on the “tick” icon on the top-right to submit the record.
4. The page will refresh showing you the travel plan for the current year.

Travel Plan

My Travel Plan

2015

Purpose	Start Date	End Date	Submit Date	Country	Mode	Status	Actions
Not Travelling	03/14/2015	03/22/2015	04/05/2015				





Travel Plan – My Travel Plan

The screenshot shows a mobile application interface for declaring a travel plan. The form is titled 'Declare Travel Plan' and includes the following fields and options:

- Start Date:** 2015-06-01
- End Date:** 2015-06-30
- Country:** Philippines
- State:** Various
- Purpose:** Vacation
- Mode:** Air
- Flight Number:** PL-135
- Emergency Contact Number:** +65 81234567
- Declaration:** A checkbox is checked with the text: "I declare that all the information entered here is correct and accurate as of the time of submission of this declaration."

5. If you have selected “I will be travelling to another”
 - You will need to set the date range for your travel
 - Select the country you are travelling to and fill in the specific state if applicable
 - Select the purpose of the travel. Choosing “Others” will require you to specify the purpose of your travel.
 - Select your travel mode. Choosing “Air” will require you to fill in your flight number.
 - Fill in your emergency contact number and declare that the information provided is as accurate as possible.
 - Tap on the “tick” icon.

Travel Plan – My Travel Plan

2015							
Purpose	Start Date	End Date	Submit Date	Country	Mode	Status	Actions
Vacation	06/01/2015	06/30/2015	04/06/2015	Various, Philippines	Air/ PL-135	Pending	 
Not Travelling	03/14/2015	03/23/2015	04/06/2015				 

6. The page will refresh showing you the travel plan for the current year.
7. You can continue adding additional travel plans by tapping on the “+” icon on the top-right.

Note

- Non-travel declarations does not require any approval.
- If you are travelling overseas, your declaration will have a “Pending” status.
- You can edit or delete your travel plan at anytime by clicking on the “pencil” or “cross” icon.

Contact Information

MC Online Helpdesk

Tel: 6777 5198

Mon – Fri (7am – 9pm)

Sat (7am – 2pm)