

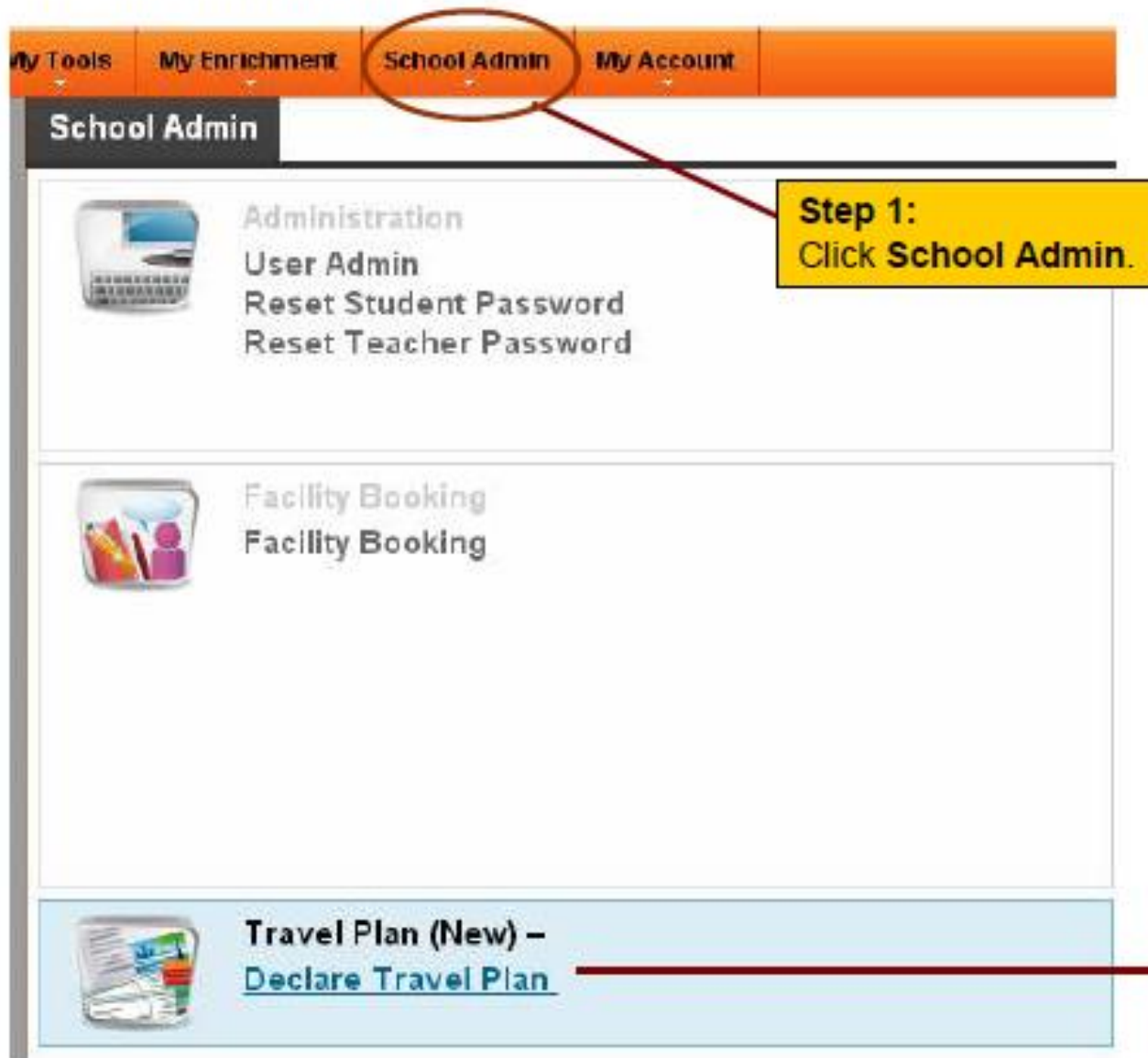
## Travel Plan

**Declare Travel Plan**



# Travel Plan


- Declare New Travel Plan





The screenshot shows a web application interface with a top navigation bar and a sidebar menu. The top navigation bar has four tabs: "My Tools", "My Enrichment", "School Admin", and "My Account". The "School Admin" tab is circled in red. Below the navigation bar is a dark grey header for the "School Admin" section. The sidebar menu is divided into three sections. The first section, "Administration", includes "User Admin", "Reset Student Password", and "Reset Teacher Password". The second section, "Facility Booking", includes "Facility Booking". The third section, "Travel Plan (New)", includes "Declare Travel Plan". A red line connects the "School Admin" tab to a yellow callout box, and another red line connects the "Declare Travel Plan" link to another yellow callout box.

My Tools My Enrichment **School Admin** My Account

**School Admin**

 Administration  
User Admin  
Reset Student Password  
Reset Teacher Password

 Facility Booking  
Facility Booking

 **Travel Plan (New) –**  
[Declare Travel Plan](#)

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

**Step 2:**  
Under **Travel Plan (New)**,  
click **Declare Travel Plan**.

# Travel Plan

- Declare New Travel Plan

School Admin > Travel Plan

Declare

<input type="checkbox"/>	Purpose	Start Date	End Date	Submitted
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No travel plan found.

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

## Travel Plan

**Declare Travel Plan  
(Travelling)**



# Travel Plan

## • Declare New Travel Plan (Travelling)

Please Select:

- I will NOT be travelling to another country during the following holiday:  Mar  Jun
- I will be travelling to another country during the school vacation. Below is my travel plan:

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

From

To

Country

State

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

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

**Step 3:**  
Select the destination country from the drop-down list and enter the specific state.

Purpose of Travel  If "Others", please

Mode of Travel  If by Air, state Flight No.

Emergency Contact

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

# Travel Plan

## • Declare New Travel Plan (Travelling)

Please Select:

- I will NOT be travelling to another country during the following holiday:  Mar  Jun  Sep  Dec
- I will be travelling to another country during the school vacation. Below is my travel plan:

From 02/06/2013

To 09/06/2013

Country China, People's Republic of

State Beijing

### Step 4:

Select **Purpose of Travel** from the drop-down list, and specify the purpose if "Others" is selected.

Purpose of Travel Others If "Others", please specify.

Mode of Travel Air If by Air, state Flight No.

Emergency Contact Type contact number here

### Step 5:

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

I declare that all the information entered here is correct and accurate.

Cancel

Save

# Travel Plan

## • Declare New Travel Plan (Travelling)

Please Select:

- I will NOT be travelling to another country during the following holiday:  Mar  Jun  Sep  Dec
- I will be travelling to another country during the school vacation. Below is my travel plan:

From 02/06/2013

To 09/06/2013

Country China, People's Republic of

State Beijing

Purpose of Travel Vacation

Mode of Travel Air

If by Air, state Flight No. SQ117

Emergency Contact 92353535

**Step 6:**  
Enter an emergency contact number

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

**Step 7:**  
Check to confirm the accuracy of the declaration and click **Save**

Cancel

Save

## Contact Information

MC Online Helpdesk

Tel: 6777 5198

Mon – Fri (7am – 9pm)

Sat (7am – 2pm)