

Travel Declaration



Home Content Create Workspace Tools LiveEdu Links Admin

My Account

Feedback Help Log



NYAA

Track students' progress and achievement



Report Jobs

Report Jobs



School Booking System

Book facilities & equipment



SMS

Send out SMS notification to teachers or parents



SMS Management

SMS Management (Send SMS & Manage Template)



Student Profiling(New)

Maintaining records of user's personal and family information



Suggestion Space

For sending suggestions and feedback



Task Search

Search the system for the tasks and activities assigned to users



Travel Declaration

Declare your holiday destination (for crisis management)



Tutor Admin

Allows administrators to reset user's account password



Rubric

Maintain your rubric list

10.6.1 Declaring Travel Plans

To create a new record, click **My Child / Ward Travel Declaration**

 **My Child/Ward Travel Declaration**


Select the travel form that is applicable


Travel Form	<input type="text" value="Self-declaration Travel Plan"/> *
	- Please select one -
	Self-declaration Travel Plan

Select **Yes** if you intend to travel during the holidays. Otherwise, select **No**.

Travelling	<input checked="" type="radio"/> Yes	<input type="radio"/> No	*
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If you have selected **No**, you will not be required to enter any other information. Click **Save** or **Save and Add Another** to save the information entered and proceed.

Save 

Save and Add Another 

If you have selected **Yes**, proceed to fill up the information required:

Specify the start and end dates of travel

Start Date

 *

End Date

 *

Select the country and city you will be travelling to

Country

 *

City

 *

Indicate your overseas address and contact number

Destination Address

**Overseas Contact Number
(Hotel Phone/Overseas Mobile)**

 *

Specify your mode of travel and purpose of travelling

Mode of Travel
(If by Air, state flight number)

Purpose of Travel / Remark

Indicate your next-of-kin (who to contact in times of emergency)

Parents / Guardian

*

Parents / Guardian Contact
Number

*

If you will be taking transit flights, click **Add Transit Info** link to add your transit information

[+ Add Transit Info](#)

Specify the start and end date, country and city of transit. Click **Add Transit Info** to add more transit flight information.

Start Date

End Date

Country

City

- Please select one -

- Please select one -

[+ Add Transit Info](#)



Travel Declaration

Click **OK** when you see a pop up box informing you that the record is successfully saved and submitted

