

Driver Trips: Recorded, Authorized, Ready for the Treasurer

For bands that pay the people who drive or tow the trailer: the driver, whoever authorizes trips, and the treasurer.

The idea: a driver signs up for a paid job. On the day, they **record the trip** with the miles — one tap from an email, no login. Your **treasurer gets an email to authorize it**. At quarter end the treasurer exports each driver's total to write invoices from. Backstage Baton keeps the record; **it never pays anyone**, and a paid trip is **never** volunteer hours.

1 SET IT UP ONCE

OWNER · ADMIN

WHERE: **ORGANIZATIONS** → **YOUR BAND** → **PAID TRIPS**

1. Tick **Keep track of paid trips**.
2. **Add your rates** by how far the trip is one way, for example *up to 25 miles pays \$35, up to 60 miles pays \$100*. A trip longer than your last rate is an amount you set each time.
3. Choose what a **one-way trip** pays: half the rate (the usual) or the full rate.
4. Optional: write your band's own rule for counting miles. It shows under the miles box for every driver.
5. **Make a Transport team** and tick **This team is paid for its jobs** (Settings → Roles & Access → Teams).
6. On each driver's page (Edit → Roles & Access) tick **Licensed driver, documents on file**. Only those drivers' trips can be authorized, unless you turn that rule off.

2 THE DRIVER

DRIVER

WHERE: **THE EMAIL**, OR **HOME** → **TRIPS TO RECORD**

1. **Sign up for the paid job** (it says **Paid job**). Your *You're on* email has a **Record my trip** button.
2. **On the day** you get a *Record your trip* email.
3. **After driving**, tap the button and type the **miles one way**. That's it — the amount comes from the band's rates.

Only one way? If someone else drives the other leg, choose *There only* or *Back only* under More options. Two drivers splitting a trip are two trips.

3 AUTHORIZING

TREASURER (OR PRESIDENT)

WHERE: **THE EMAIL LINK**, OR **REPORTS** → **DRIVER TRIPS**

- **Every recorded trip emails your treasurer** (the president if there is none; never the person who recorded it). From the link, with no login: **Authorize**, **Decline**, or change the miles or the amount.
- A trip past your last rate needs the amount you and the driver agreed.
- A day with several stops? You type one distance. To pay something other than the rate, choose **Set a different amount** and say why — the reason shows on the trip and in the export.
- A trip that didn't happen: **Didn't happen** takes it off the total; **Put back** returns it.

4 RECORDING FOR SOMEONE

LEADERS

- **From the job:** on the concert's Help wanted list, tap **Record trip...** beside the driver. Driver, day and job are filled in; type the miles.
- **From scratch:** Reports → Driver Trips → **New trip**. Use this for anything older than 14 days.
- **Didn't come** on a paid job also takes that driver's trip off the total; **Came after all** puts it back.

5 QUARTER END

TREASURER

WHERE: **REPORTS** → **DRIVER TRIPS**

YOU SEE	WHAT IT MEANS
This quarter so far	The page opens on it. Change From and To for other dates.
To pay	Each driver, their trips and their total. Only trips that were authorized and whose day has come are counted.
Export CSV	One row per trip with a total per driver, to write invoices from.