



Introduction to the Electronic Trip Ticket Program

THE ELECTRONIC TRIP TICKET PROGRAM AUTOMATES the process of collecting and reporting information on seafood species as required by Louisiana Wildlife and Fisheries. All wholesale/retail dealer and fresh products license holders are required to fill out trip tickets. The information provided on trip tickets is protected under state and federal confidentiality statutes.

Using the electronic program completely replaces the paper ticket system. It collects all information required by the state and sends that data electronically. No more ordering paper tickets, and no more handwriting mistakes.

KEY BENEFITS

- Your dealer information is saved and entered on every ticket automatically. No need to type it in each time.
- Once you add fisherman/vessel information the first time, it is saved for future tickets. You can even set defaults for gear used and area fished.
- Set defaults for species units and grades that you use most often, to fill out your ticket even faster.
- Track all monies owed and paid to fishermen; print checks straight from the program.
- Track deductions by single fisherman/vessel or by all fishermen/vessels.
- SER Federal Dealers may use Trip Ticket to meet federal reporting requirements.
- Generate various reports/receipts, including:
 - **Monthly Submission form** — automatically gathers trip ticket data for the month, even a 'no sales' sheet.
 - **Active Fishermen** — a list of all active fishermen in the database.
 - **Severance Tax** — calculates and prints out the severance tax form for a given date range.
 - **Summary By Fisherman** — a list of transactions for one or all fishermen for a given date range.
 - **Summary By Species** — a list of transactions for one or all species for a given date range.
 - **Summary By Boat** — a list of transactions for one or all vessels for a given date range.
 - **Signature Sheet** — prints out the form used to capture the fishermen's signatures.



BASICS OF GETTING STARTED

- 1** Fill out dealer information exactly as listed on wholesale/retail dealer or fresh products license.
- 2** Add a fisherman/vessel (required before creating a ticket). If a fisherman has multiple vessels, you must add each vessel to the fisherman's information. Please verify all licenses at the beginning of each year.
- 3** Create a new ticket. Enter data as you would for a paper ticket.
- 4** Send data using your normal internet connection (send negative reports the same way).



Note that you must print out the signature sheet and have the fisherman sign it; mail these in with a copy of the generated electronic monthly submission sheet, which is due the 10th of every month.

This electronic program can help YOU easily track this information for your business.



If interested in the electronic Trip Ticket Program, call **Vince Cefalu at 225-765-2394** or **Michaela Mayers at 225-765-2399** between the hours of 8:00 am and 4:30 pm Monday - Friday.



This publication is a cooperative effort of the Louisiana Department of Wildlife and Fisheries and Louisiana Sea Grant College at LSU through the Louisiana Fisheries Forward program, which aims to advance Louisiana's seafood industry. This is one of many fact sheets available free of charge at our website www.lafisheriesforward.org.

