

Travel Request Form

Welcome to Farmington Municipal Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve a bus for a field trip or athletic event, and reserve a district vehicle for staff travel. If you have any questions or comments please contact the TransACT support desk by clicking on the Support/Training Links in the upper right-hand corner.

Please review Procedures for Field Trip/Athletic and Activity Trips

For additional help please [visit this link for Procedures for Field Trip/Athletic and Activity Trips](#)

Trip Number **30156**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
General

Trip Leave

* Date 6/27/24 **Thursday**

* Time 5:00 AM

Trip Return

* Date 7/2/24 **Tuesday**

* Time 10:00 PM

Actual Time TBD Yes

Trip Year/Week 2024-26



Use this button to create recurring/overnight trips that have students on board. Do not use Recurring for staff only trips.

* Does this trip require Board approval? Yes

Comments Brittany Beckner (Teacher/Certified Driver) and Leticia Gallardo (Guardian/Chaperone) will be traveling with 4 students to the Educators Rising National Conference in Washington D.C. We will leave from PVHS in a district vehicle the morning of June 27th and will be traveling to the airport in Albuquerque NM. We will return to Farmington on the night on July 2nd.

We will need a district vehicle large enough for six people to drive to Albuquerque and back.

* Your School/Dept 32 Piedra Vista High School
5700 College Blvd., Farmington, NM 87402

* **Do you have students with health concerns on this trip? Don't list student names, only the health conditions due to HIPPA.** Yes [Details Concerning Health Concerns](#)
Asthma and Lactose Intolerance.

* Main Destination 	Other (Type Below)		
	Washington, DC, USA		
Destination Not Listed	Washington D.C., DC, USA	* Destination Name	Educators Rising National Conference
* Approximate Nbr of Miles Round Trip	<input type="text" value="3992.69"/>		
Special Instructions for Permission Slip	<p>Brittany Beckner (Teacher/Certified Driver) and Leticia Gallardo (Guardian/Chaperone) will be traveling with 4 students to the Educators Rising National Conference in Washington D.C. We will leave from PVHS in a district vehicle the morning of June 27th and will be traveling to the airport in Albuquerque NM. We will return to Farmington on the night on July 2nd.</p> <p>We will need a district vehicle large enough for six people to drive to Albuquerque and back.</p>		

* Funding Source #1 (if one group or school is paying)	College and Career Readiness	Budget Code	7502101101.55817
Funding Source Desc		Budget Code Desc	
Funding Approver	mmcminn@fms.k12.nm.us		

* Funding Source #2 (if trip is being split between groups or schools)	College and Career Readiness	Budget Code	7502101101.55817
Funding Source Desc		Budget Code Desc	
Funding Approver	mmcminn@fms.k12.nm.us		

* Teacher / Advisor / Staff Name	Brittany Beckner
* Teacher / Advisor / Staff Phone #	505-635-7288
Teacher / Advisor / Staff Email	bbeckner@fms.k12.nm.us
Note: This email will receive the requester emails if different from requester	
Emergency Contact Info	<input type="checkbox"/> Same as Teacher / Advisor / Staff
* Emergency Contact Name	Kevin Beckner
* Emergency Contact Phone #	505-635-7287

* Grade Level(s) Making Trip	11 12
* Educational Objective for Field Trip	Four students from Piedra Vista High school qualified for the National Educators Rising Conference. Students will travel to Washington DC to compete at the national level. The Educators Rising National Conference is a an academic competition and a professional development opportunity for students who are interested in the field of education.

Special Indicators Out of town overnight trip

Number of Individuals Making Trip

* Total Adults	2
* Total Students	4

* Will the students be away from school during lunch?	Yes
* If so, will these students need packed lunches?	No

Nbr Students 4 **Teacher** Brittany Beckner
Students will be away from school during the lunch period.

* Will you be using outside transportation (charter bus, train, plane, etc...) This option means you will not need an FMS Bus or District Vehicle. No

Vehicles Needed

* Do you need to schedule buses or other vehicles? If no this means you are using outside transportation. Yes

Check here to indicate trip is drop-off only [Location](#)

Check here to indicate trip is pickup only [Location](#)

Vehicle Pickup	Arrive at Venue (Info Only)	Depart Venue (Info Only)	Vehicle Return
* Date 6/26/24 * Time 12:00 PM	* Date 6/27/24 * Time 8:00 PM	* Date 7/2/24 * Time 10:00 AM	* Date 7/3/24 * Time 10:00 AM

Total Trip Hours 166.00

* Type of vehicles needed to reserve	District Vehicle
* How many vehicles do you need?	1

Vehicle Guidelines:
Maximum Capacity:
 Elementary School Students=71
 Middle School Students=55
 High School Students=48

* Do you need a wheelchair lift?	No
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Comments or Details Concerning Needs.	We will need a district vehicle big enough for 2 adults and 4 students. Brittany Beckner is certified to drive students.
If using a district vehicle (not a bus), provide the authorized driver's name. The driver must be approved on the district vehicle drivers list.	Brittany Beckner
Owner	bhuish@fms.k12.nm.us
Bid Id/Closing Date	24-06 05/31/2024

Person Submitting Request	bbeckner@fms.k12.nm.us
Date Submitted	

Field Trip Acceptance of Responsibility

I have read and will adhere to all School Board Policies that apply to field or athletic trips.

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment	
Decision	Approved
Name	swulfert@fms.k12.nm.us
Decision Date	Mar 26, 2024, 1:08:28 PM

Level 02 Approval - Second Level Location Approval

Comment	
Decision	Approved
Name	kthur@fms.k12.nm.us
Decision Date	Mar 26, 2024, 4:17:01 PM

Level 05 Approval - Funding Source Approval

Comment	
Decision	Approved
Name	mmcminn@fms.k12.nm.us
Decision Date	Mar 27, 2024, 7:25:55 AM

Level 05 Approval #2 - Funding Source Approval

Comment

Decision

Approved

Name

mmcminn@fms.k12.nm.us

Decision Date

Mar 27, 2024, 7:26:12 AM

Level 07 Approval - Superintendent Approval

Comment

Decision

Approved

Name

cdiehl@fms.k12.nm.us

Decision Date

Mar 27, 2024, 11:16:05 AM

Level 09 Approval - Transportation Approval

Comment

Decision

Name

Decision Date