

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 **32227**

* Category Travel With Students

* Type of Trip Athletic

* Athletic Event (you may check more than one)

JROTC

Trip Leave

* Date 5/7/25 **Wednesday**

* Time 8:00 AM

Trip Return

* Date 5/12/25 **Monday**

* Time 10:00 AM

Actual Time TBD No

Trip Year/Week 2025-19



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

This is during our morning route times. Trips should be scheduled to leave after 8:30 am.

* Does this trip require Board approval? Yes

Comments Requesting Board approval for Nationals for JROTC Robotics Championship in Dallas, TX

* Your School/Dept 14 Farmington High School
 2200 North Sunset Ave, Farmington, NM 87401

* **Do you have students with health concerns on this trip? Don't list student names, only the health conditions due to HIPPA.** No

* Main Destination Other (Type Below)
 650 S Griffin St, Dallas, TX 75202, USA

Destination Not Listed	650 S Griffin St, Dallas, TX, USA	* Destination Name	Kay Hutchison Event Center
* Approximate Nbr of Miles Round Trip	<input type="text" value="1654.65"/>		

* Funding Source #1 (if one group or school is paying)	Farmington High School	Budget Code	Robotics?
Funding Source Desc	School Budget	Budget Code Desc	
Funding Approver			

* Funding Source #2 (if trip cost is being split between groups or schools)	Select	Budget Code
Funding Source Desc		Budget Code Desc
Funding Approver		

* Teacher / Advisor / Staff Name	Gretchen Greer
* Teacher / Advisor / Staff Phone #	970-769-0209
Teacher / Advisor / Staff Email	ggreer@fms.k12.nm.us
Note: This email will receive the requester emails if different from requester	
Emergency Contact Info	<input checked="" type="checkbox"/> Same as Teacher / Advisor / Staff
* Emergency Contact Name	Gretchen Greer
* Emergency Contact Phone #	970-769-0209

* Special Indicators	Out of town overnight trip
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Number of Individuals Making Trip	
* Total Adults	2
* Total Students	6

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

Nbr Students 6 **Teacher** Gretchen Greer

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

* **Date** 5/7/25
 * **Time** 8:00 AM

Vehicle Return

* **Date** 5/12/25
 * **Time** 10:00 AM

Total Trip Hours 122.00

* 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

Comments or Details Concerning Needs. Driver Gretchen Greer

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.

Owner bhuish@fms.k12.nm.us

Bid Id/Closing Date 25-05 04/30/2025

Person Submitting Request briley@fms.k12.nm.us

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name	briley@fms.k12.nm.us
Decision Date	Mar 4, 2025, 1:46:04 PM

Level 02 Approval - Second Level Location Approval

Comment	
Decision	Approved
Name	jcurry@fms.k12.nm.us
Decision Date	Mar 5, 2025, 12:28:39 PM

Level 07 Approval - Superintendent Approval

Comment	
Decision	Approved
Name	cdiehl@fms.k12.nm.us
Decision Date	Mar 5, 2025, 1:36:19 PM

Level 09 Approval - Transportation Approval

Comment	
Decision	
Name	
Decision Date	