

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 **35782**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
FFA

Trip Leave

* Date 10/19/26 **Monday**

* Time 8:00 AM

Trip Return

* Date 10/25/26 **Sunday**

* Time 5:00 PM

Actual Time TBD No

Trip Year/Week 2026-43



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. Trips during route times will not be accepted.

Note: This trip is for more than 5 days. Please make sure dates are correct.

* Does this trip require Board approval? Yes

Comments

* 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

Other (Type Below)

* Main Destination

Indianapolis, IN, USA

Destination Not Listed

Indianapolis, IN, USA

*

Destination Name

Lucas Oil Stadium

* Approximate Nbr of Miles Round Trip

2725.24

Special Instructions for
Permission Slip

* Funding Source #1 (if one group or school is paying)

Farmington High School

Budget Code

FFA Activity

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 #

9707690209

Teacher / Advisor / Staff Email

ggreer@fms.k12.nm.us

Note: This email will receive the requester emails if different from requester

Emergency Contact Info

☒ Same as Teacher / Advisor / Staff

* Emergency Contact Name

Gretchen Greer

* Emergency Contact Phone #

9707690209

10

* Grade Level(s) Making Trip

11

12

* Educational Objective for Field Trip

Demonstrate during the National FFA Convention & Expo October 21-23. The drone building and flying demonstration will be modeled after the Robotics Education & Competition Foundation's (RECF) which our students have participated in for several years. This is a new partnership for the National FFA and

we look forward to helping other chapters explore these technologies and competitions to practice career ready skills.
<https://convention.ffa.org/schedule/>

* 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** Gretchen Greer

Students will be away from school during the lunch period.

* Will you be using outside transportation (charter bus, train, plane, etc...) By choosing "YES" means you will not be using an FMS Bus or District Vehicle. Yes

* Please indicate mode of travel. Please include details of trip, including itineraries. Include name of charter transportation company if applicable.

Airplane & rental car TBD
<https://convention.ffa.org/schedule/>
Depart 10/20, attend sessions and demonstrations as scheduled 10/21-10/24, return flight 10/24.

Vehicles Needed

* Do you need to schedule buses or other vehicles? If "NO" this means you are using outside transportation services. No

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

Decision Date Sep 14, 2026, 1:21:06 PM

Level 02 Approval - Second Level Location Approval

Comment

Decision

Approved

Name

rotorres@fms.k12.nm.us

Decision Date

Sep 15, 2026, 8:54:25 AM

Level 07 Approval - Superintendent Approval

Comment

Decision

Approved

Name

cdiehl@fms.k12.nm.us

Decision Date

Sep 15, 2026, 1:06:19 PM

Level 09 Approval - Transportation Approval

Comment

Decision

Name

Decision Date