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 **35984**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event

Choir

Trip Leave

* Date 1/28/27 **Thursday**

* Time 7:30 AM

Trip Return

* Date 1/30/27 **Saturday**

* Time 4:30 PM

Actual Time TBD Yes

Trip Year/Week 2027-05

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.
This is during our afternoon route times. Trips should be scheduled to leave after 4:00 pm. Trips during route times will not be accepted.

* Does this trip require Board approval? Yes

Comments New Mexico Youth All State Choir
Location of pick up TBD based on audition results

* Your School/Dept 08 Mesa Verde Elementary

3801 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.** No

Hispanic Cultural Center

*	Main Destination	1701 4th St SW, Albuquerque, NM 87102
*	Approximate Nbr of Miles Round Trip	366.39
	Special Instructions for Permission Slip	

*	**Funding Source #1 (if one group or school is paying)**	Visual and Performing Arts	Budget Code	Fine Arts
	Funding Source Desc		Budget Code Desc	
	Funding Approver	egockel@fms.k12.nm.us		

	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	Amy Sewell
*	Teacher / Advisor / Staff Phone #	5055998608
	Teacher / Advisor / Staff Email	asewell@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	Amy Sewell
*	Emergency Contact Phone #	5055998608

*	Grade Level(s) Making Trip	4 5 6 7 8 9 10

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* Educational Objective for Field Trip: This is the New Mexico Elementary and Youth All State event in Albuquerque. Participating students auditioned and were awarded their spot at this event. This is also a professional development opportunity for music teachers.
2.6- Teachers have opportunities to observe and discuss effective teaching.

* Special Indicators: Out of town overnight trip

Number of Individuals Making Trip

*	Total Adults	12
*	Total Students	80

* Will the students be away from school during lunch? Yes

* If so, will these students need packed lunches? No

Nbr Students 80 **Teacher** Amy Sewell
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. No

Vehicles Needed

* Do you need to schedule buses or other vehicles? If "NO" this means you are using outside transportation services. 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**	1/28/27	* **Date**	1/28/27	* **Date**	1/30/27	* **Date**	1/30/27
* **Time**	7:30 AM	* **Time**	12:00 PM	* **Time**	1:00 PM	* **Time**	4:30 PM

Total Trip Hours 57.00

* Type of vehicles needed to reserve: Bus

* How many vehicles do you need? 3

Vehicle Guidelines: Maximum Capacity:

For trips in San Juan County
Elementary School Students=71
Middle School Students=55
High School Students=48

For out of town trips 48

* Do you need a wheelchair lift? No

Comments or Details Concerning Needs.

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	27-01 12/31/2026

Person Submitting Request	egockel@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	jdoyle@fms.k12.nm.us
Decision Date	Sep 30, 2026, 11:48:20 AM

Level 05 Approval - Funding Source Approval

Comment

Decision	Approved
Name	egockel@fms.k12.nm.us
Decision Date	Sep 30, 2026, 1:05:38 PM

Level 07 Approval - Superintendent Approval

Comment

Decision	Approved
Name	cdiehl@fms.k12.nm.us
Decision Date	Oct 1, 2026, 11:31:55 AM

Level 09 Approval - Transportation Approval

Comment	
Decision	
Designated Approver	bhuish@fms.k12.nm.us
Name	
Decision Date	