

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 **30456**

* Category Travel With Students

* Type of Trip Athletic

* Athletic Event (you may check more than one)
Kelly Greens

Trip Leave

* Date 2/12/25 Wednesday
* Time 4:00 PM

Actual Time TBD Yes

Trip Year/Week 2025-07

Trip Return

* Date 2/18/25 Tuesday
* Time 5:00 PM



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

Note: Recurring trips are not created until this trip is approved.

2/13/25

This is during our afternoon route times. Trips should be scheduled to leave after 4:00 pm.

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

* Does this trip require Board approval? Yes

Comments

Pick up in front of Scorpion Arena.

Team will drive to Albuquerque on 2/12 and will stay in a hotel overnight. We will need to be dropped off at the airport early on 2/13 to fly to Florida for National Competition. The team will fly back to Albuquerque on 2/18 and will need to be picked up and transported back home to Farmington that day.

* 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

Albuquerque International Sunport

2200 Sunport Boulevard Southeast, Albuquerque, NM 87106

* Approximate Nbr of Miles Round Trip

Funding Source #1

* (if one group or school is paying) Farmington High School Budget Code KG 232695.55817

Funding Source Desc School Budget

Budget Code Desc

Funding Approver

Funding Source #2

(if trip is being split between groups or schools) Select

Budget Code

Funding Source Desc

Budget Code Desc

Funding Approver

* Teacher / Advisor / Staff Name Mychelle McGee

* Teacher / Advisor / Staff Phone # 505-486-1515

Teacher / Advisor / Staff Email tmcgee@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 Mychelle McGee

* Emergency Contact Phone # 505-486-1515

* Special Indicators Out of town overnight trip

Number of Individuals Making Trip

* Total Adults 2

* Total Students 14

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

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

Nbr Students 14 Teacher Mychelle McGee

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 Albuquerque International Sunport

Vehicle Pickup

* Date 2/12/25

* Time 4:00 PM


Vehicle Return

* Date 2/18/25

* Time 5:00 PM

Total Trip Hours 145.00

NOTE: THIS TRIP IS FOR MORE THAN 5 DAYS. PLEASE MAKE SURE DATES ARE CORRECT.

* Type of vehicles needed to reserve Bus


* 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. Team will drive to Albuquerque on 2/12 and will stay in a hotel overnight. We will need to be dropped off at the airport early on 2/13 to fly to Florida for National Competition. The team will fly back to Albuquerque on 2/18 and will need to be picked up and transported back home to Farmington that day.

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 25-02 01/31/2025

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

Date Submitted

Level 01 Approval - Location Approval

Comment

Recurring Dates

2/13/25

Decision Approved

Name briley@fms.k12.nm.us

Decision Date Jul 16, 2024, 3:58:46 PM

Level 02 Approval - Second Level Location Approval

Comment

Decision Approved

Name jcurry@fms.k12.nm.us

Decision Date Jul 16, 2024, 5:42:00 PM

Level 07 Approval - Superintendent Approval

Comment

Decision

Designated Approver cdiehl@fms.k12.nm.us

Name
Decision Date

Level 09 Approval - Transportation Approval

Comment
Decision
Name
Decision Date