

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	30230
* Category	Travel With Students
* Type of Trip	Field Trip
* Field Trip Event	Welding

Trip Leave

* Date 6/24/24 Monday
* Time 5:00 AM

Actual Time TBD No

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

* Your School/Dept

* **Do you have students with health concerns on this trip? Don't list student names, only the health conditions due to HIPPA.**

Trip Return

* Date 6/29/24 Saturday
* Time 6:00 PM

no bus needed, flying out of Durango Airport

14 Farmington High School

2200 North Sunset Ave,
Farmington, NM 87401

No

* Main Destination 

Other (Type Below)

Atlanta, GA, USA

Destination Not Listed

Atlanta, GA, USA * Destination Name State Farm Arena

* Approximate Nbr of Miles Round Trip

Special Instructions for Permission Slip

Funding

Source #1 (if

* **one group or school is paying)**

College and Career Readiness

Budget Code

College and Career Readiness

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)

Select

Budget Code

Funding Source
Desc

Budget Code
Desc

Funding Approver

* Teacher / Advisor / Staff Name Anna Wilson

* Teacher / Advisor / Staff Phone # 505-535-8759

Teacher / Advisor / Staff Email awilson@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 Anna Wilson

* Emergency Contact Phone # 505-535-8759

* Grade Level(s) Making 10
Trip 12

* Educational Objective National conference for SkillsUSA. Welding Fabrication team Representing
for Field Trip New Mexico in welding competition

Special Out of town overnight trip

Indicators

Number of Individuals Making Trip

* Total Adults	1
* 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 Anna Wilson

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. Yes

* Please indicate mode of travel. Please include details of trip, including itineraries. Indicate chartered transportation company if applicable.

flight out of Durango

Vehicles Needed

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

Person Submitting Request awilson@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 Apr 19, 2024, 2:08:44 PM

Level 02 Approval - Second Level Location Approval

Comment

Decision Approved

Name rotorres@fms.k12.nm.us

Decision Date Apr 22, 2024, 1:57:39 PM

Level 05 Approval - Funding Source Approval

Comment 7502101101.55817 for Hotels and Flights 7502101101.55915 for registration

Decision Approved

Name mmcminn@fms.k12.nm.us

Decision Date Apr 22, 2024, 2:41:51 PM

Level 07 Approval - Superintendent Approval

Comment

Decision Approved

Name cdiehl@fms.k12.nm.us

Decision Date Apr 23, 2024, 7:44:57 AM

Level 09 Approval - Transportation Approval

Comment

Decision

Name

Decision Date