

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	29285
* Category	Travel With Students
* Type of Trip	Field Trip
* Field Trip Event	
Music - Allstate	

Trip Leave

* Date	1/25/24	Thursday
* Time	8:00 AM	

Trip Return

* Date	1/27/24	Saturday
* Time	6:00 PM	

Actual Time TBD Yes

Trip Year/Week 2024-04



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 will not be scheduled during this time.

\* Does this trip require Board approval? Yes

Comments	TBD
* Your School/Dept	101 Fine Arts
	3401 E 30th St, 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
* Main Destination	Other (Type Below)
	1701 4th St SW, Albuquerque, NM 87102, USA
	*

Destination Not Listed

Hispanic Cultural Center

**Destination Name** Hispanic Cultural Center

\* Approximate Nbr of Miles Round Trip

365.77

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  
DescBudget Code  
Desc

Funding Approver dfear@fms.k12.nm.us

**Funding Source  
#2 (if trip is  
being split  
between groups  
or schools)**

Select

Budget Code

Funding Source  
DescBudget Code  
Desc

Funding Approver

\* Teacher / Advisor / Staff Name Daniel Fear

\* Teacher / Advisor / Staff Phone # 5058609900

Teacher / Advisor / Staff Email dfear@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 Daniel Fear

\* Emergency Contact Phone # 5058609900

4

5

6

\* Grade Level(s) Making Trip

7

8

9

\* Educational Objective for Field Trip Selected students via an audition process rehearse and perform with other selected students from across the state.

Special Indicators

Out of town overnight trip

Number of Individuals Making Trip

*	Total Adults	10
*	Total Students	130

- \*

Will the students be away from school during lunch?

Yes
- \*

If so, will these students need packed lunches?

No

Nbr Students 130 Teacher Daniel Fear

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	1/25/24
*	Time	8:00 AM

Arrive at Venue (Info Only)

*	Date	1/25/24
*	Time	8:30 AM

Depart Venue (Info Only)

*	Date	1/27/24
*	Time	12:00 PM

Vehicle Return


*	Date	1/27/24
*	Time	4:00 PM

Total Trip Hours 56.00

- \*

Type of vehicles needed to reserve

Bus


- \*

How many vehicles do you need?

3

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.

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 24-01 12/31/2023

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

Decision Date Sep 18, 2023, 2:08:13 PM

### Level 05 Approval - Funding Source Approval

Comment

Decision Approved

Name dfear@fms.k12.nm.us

Decision Date Sep 18, 2023, 2:08:35 PM

### Level 07 Approval - Superintendent Approval

Comment

Decision Approved

Name cdiehl@fms.k12.nm.us

Decision Date Sep 25, 2023, 3:05:30 PM

### Level 09 Approval - Transportation Approval

Comment

Decision

Name

Decision Date