

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 **33629**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Music - Allstate

Trip Leave

* Date 1/29/26 **Thursday**

* Time 8:30 AM

Trip Return

* Date 1/29/26 **Thursday**

* Time 5:00 PM

Actual Time TBD Yes

Trip Year/Week 2026-05

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

1/30/26, 1/31/26

This is during our morning route times. Trips should be scheduled to leave after 8:30 am.

* Does this trip require Board approval? Yes

Comments 4th-9th grade students are auditioning for the NMACDA All-State. Participating students will be in rehearsals for 2 days culminating in a concert on Saturday morning.

* 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  Hispanic Cultural Center
1701 4th St SW, Albuquerque, NM 87102

* Approximate Nbr of Miles Round Trip

Special Instructions for Permission Slip

* **Funding Source #1 (if one group)** Visual and Performing Arts Budget Code Fine Arts

or school is
paying)

Funding Source
Desc

Budget Code
Desc

Funding Approver dfear@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 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

* Grade Level(s) Making Trip 4
5
6
7
8
9
Educational Objective for Field Trip All-State participation

* Special Indicators Out of town overnight trip

Number of Individuals Making Trip

* Total Adults 12

* Total Students 70

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

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

Nbr Students 70 **Teacher** Daniel Fear

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 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 1/29/26
* Time 8:30 AM

Arrive at Venue (Info Only)

* Date 1/29/26
* Time 12:00 PM

Depart Venue (Info Only)

* Date 1/29/26
* Time 9:00 PM

Vehicle Return

* Date 1/29/26
* Time 5:00 PM

Total Trip Hours 8.50

* 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. Pick up will be in front of Heights Middle School

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 26-01 12/31/2025

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

Recurring Dates

1/30/26, 1/31/26

Decision Approved

Name dfear@fms.k12.nm.us

Decision Date Sep 5, 2025, 11:42:27 AM

Level 05 Approval - Funding Source Approval

Comment

Decision

Approved

Name

dfear@fms.k12.nm.us

Decision Date

Sep 5, 2025, 11:42:36 AM

Level 07 Approval - Superintendent Approval

Comment

Decision

Approved

Name

cdiehl@fms.k12.nm.us

Decision Date

Sep 5, 2025, 1:11:58 PM

Level 09 Approval - Transportation Approval

Comment

Decision

Approved

Name

bhuish@fms.k12.nm.us

Decision Date

Sep 8, 2025, 2:20:35 PM