

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 **30228**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Future Health Professionals

Trip Leave

* Date 6/24/24 **Monday**

* Time 6:30 AM

Trip Return

* Date 6/30/24 **Sunday**

* Time 10:00 PM

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.

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

* Does this trip require Board approval? Yes

Comments

* 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 Other (Type Below)
Houston, TX, USA

Destination Not Listed Houston, Texas * **Destination Name** HOSA ILC Competition

* 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

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 Terri McCartney

* Teacher / Advisor / Staff Phone # 505-215-9852

Teacher / Advisor / Staff Email

[Note: This email will receive the requester emails if different from requester](#)

Emergency Contact Info Same as Teacher / Advisor / Staff

* Emergency Contact Name Terri McCartney

* Emergency Contact Phone # 505-215-9852

* Grade Level(s) Making Trip 11
12

* Educational Objective for Field Trip To compete in the national competition for HOSA. Both students qualified at the state level to compete and met all obligations within the HOSA chapter to attend.

Special Indicators Out of town overnight trip

Number of Individuals Making Trip

* Total Adults 1

* Total Students 2

- * Will the students be away from school during lunch? Yes
- * If so, will these students need packed lunches? No

Nbr Students 2 **Teacher** Terri McCartney
 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.

The students will be traveling with HOSA co-advisor Ms. Jayne Jackson, a teacher at FHS and parent to one of the students. Airline (plane) roundtrip from Durango, CO to Houston, TX.

Vehicles Needed

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

Person Submitting Request tmccartney@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, 2:07:40 PM

Level 02 Approval - Second Level Location Approval

Comment

Decision Approved

Name rotorres@fms.k12.nm.us

Decision Date Apr 22, 2024, 1:58:01 PM

Level 05 Approval - Funding Source Approval

Comment	7502101101.55915 for registration costs 7502101101.55817 for Hotel and Flights
Decision	Approved
Name	mmcminn@fms.k12.nm.us
Decision Date	Apr 22, 2024, 2:43:26 PM

Level 07 Approval - Superintendent Approval

Comment	
Decision	Approved
Name	cdiehl@fms.k12.nm.us
Decision Date	Apr 23, 2024, 7:43:29 AM

Level 09 Approval - Transportation Approval

Comment	
Decision	
Name	
Decision Date	