

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	29286
* Category	Travel With Students
* Type of Trip	Athletic
* Athletic Event (you may check more than one)	
	Softball (Athletic)

Trip Leave

* Date	3/12/24	Tuesday
* Time	7:45 PM	

Trip Return

* Date	3/12/24	Tuesday
* Time	10:00 PM	

Actual Time TBD No

Trip Year/Week 2024-11



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.

3/13/24, 3/14/24, 3/15/24, 3/16/24

* Does this trip require Board approval? Yes

Comments	n/a
* Your School/Dept	32 Piedra Vista High School 5700 College Blvd., 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) Torrance, CA, USA

Destination Not Listed

Torrance, CA, USA * [Destination Name](#) WILSON PARK

* Approximate Nbr of Miles Round Trip

**Funding Source
#1 (if one group
or school is
paying)**

*

Piedra Vista High School

Budget Code

softball

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
DescBudget Code
Desc

Funding Approver

* Teacher / Advisor / Staff Name

WERTH

* Teacher / Advisor / Staff Phone #

5053301506

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

ROY JOHNSON

* Emergency Contact Phone #

5055998880

Special Indicators

Bus is not required to remain with the group. This is for local trips only.

Number of Individuals Making Trip

* Total Adults 4

* Total Students 16

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

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

Nbr Students 16 **Teacher** WERTH

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.

CHARTER. Herrera

Vehicles Needed

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

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

Date Submitted

Level 01 Approval - Location Approval

Comment

Recurring Dates

3/13/24, 3/14/24, 3/15/24, 3/16/24

Decision Approved

Name swulfert@fms.k12.nm.us

Decision Date Sep 21, 2023, 9:46:09 AM

Level 02 Approval - Second Level Location Approval

Comment

Decision Approved

Name aalucero@fms.k12.nm.us

Decision Date Sep 22, 2023, 9:36:00 AM

Level 04 Approval - Director Approval

Comment This trip will be on the agenda for the Oct. board meeting.

Decision Approved

Name igamboa@fms.k12.nm.us

Decision Date Sep 22, 2023, 10:44:19 AM

Level 07 Approval - Superintendent Approval

Comment

Decision Approved

Name cdiehl@fms.k12.nm.us

Decision Date

Sep 25, 2023, 9:39:33 AM

Level 09 Approval - Transportation Approval

Comment

Decision

Name

Decision Date