



DUNCANVILLE ISD

Writing success stories, one student at a time.

This form must be complete with all required signatures for travel approval. Unauthorized travel is not allowed.

*Employee Name: Neiman Ford
*Email Address: nford@duncanvilleisd.org
*Campus/Department/Job Title: DHS/ Head Coach
*Best number to reach you at: 9722082363
*How is trip being paid: Hoopfest 15 flights/ 8 rooms DHS 5 Flights/ 3 rooms / food

Trip Information

Name of conference/training/event: Holiday Hoopfest
Travel justification: Out-State Basketball Showcase
Destination address (incl. city, state, zip): Lehi, Utah
Preferred Arrival Date: 12/11/25 Preferred Departure Date: 12/14/25
Preferred Arrival Time: 10am Preferred Departure Time: 10am

Need: ☒ Air ☒ Hotel ☐ Rental Car

Hotel

Name of hotel: SpringHill Suites by Marriott Thanksgiving Point Lehi
Hotel address: 2447 West Executive Parkway / Lehi, Utah 84043
Number of nights: 3
Number of rooms: 3
Cost restriction: \$250 nightly rate (Enter GSA rate for destination)
Total Cost: \$2250

Car Rental

Type of Vehicle: N/A
Number of rentals: _____
Number of travelers: _____
Pick-up/Drop-off location (incl city, state, zip) _____
Total Cost: _____

Air

Airline or Airport: American Airlines
Number of tickets: 5
Total Cost: \$1000

Required Attachments:

Travel A Form
Travel Itinerary
Conference/Event/Training Schedule
Hotel quote
Car Rental quote
Air Fare quote
List of students
List of chaperones

Head Coach Signature: Neiman Ford Date: 8/25/25
Principal Signature: [Signature] Date: 9/26/25
Athletic Director Signaure: [Signature] Date: 9/26/25

During travel, retain your receipts. You must reconcile your advance within 5 days upon returning.