

# Aztec Travel/ Trip Estimate Worksheet 2024-25 SY

Rev. 8/1/24

<b>Dates of Travel:</b>	2025/1/8-11
<b>Destination:</b>	University of New Mexico
<b>Name of Event:</b>	NMMEA All-State Performing Ensembles
<b>Trip Supervisor, Coach or Traveler:</b>	Melody Post oak, Paul Cranfill



**# of Buses**

**BUS Miles (One Way)**  \$

\$1.25/mile plus 5% contingency

**# of SUV's**

**SUV Miles (One Way)**  \$

\$0.65/mile plus 5% contingency

**Bus Miles at Destination**  \$

**SUV Miles at Destination**  \$

**# of Drivers**

**Drive Time (One Way)**  \$

\$19.00/hour

**Hours at Destination**  \$

Driver receives 8 hours minimum if staying multiple days at destination

**Bus Driver Days on Trip**  \$

**# of Students**

**# of Teachers/Coaches**

**Hotel Expense Total Trip**  Account to Charge:

(\$90 per room per day max)

**Meal Expense Total Trip**  Account to Charge:

(\$12.00 per meal maximum)

**Registration or Entry Fee**  Account to Charge:

(Attach Event Info or Flyer) **VENDOR :**

**Misc. Expense Estimate**  Account to Charge:

**For/Description:**

**Total Trip Expense** \$

**Cost Per Student** \$

**Transp Dept Total** \$

**All Other Exp Total** \$  (Total of Hotel, Meals, Registration, Misc.)