

<b>Dates of Travel:</b>	03/28/2025-03/30/2025
<b>Destination:</b>	1901 University Blvd NE, Albuquerque, NM 87102
<b>Name of Event:</b>	District Convention "DCON"
<b>Trip Supervisor, Coach or Traveler:</b>	Sarah Blake, Ryan Dee

# 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  
(\$90 per room per day max)

Account to Charge:

Key Club Activity

Meal Expense Total Trip  
(\$12.00 per meal maximum)

Account to Charge:

Key Club Activity

Registration or Entry Fee  
(Attach Event Info or Flyer)

Account to Charge:

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. )