

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	29314
* Category	Travel With Students
* Type of Trip	Athletic
* Athletic Event (you may check more than one)	
Golf	

Trip Leave

* Date	1/24/24	Wednesday
* Time	12:30 PM	

Trip Return

* Date	1/24/24	Wednesday
* Time	6:00 PM	

Actual Time TBD Yes

Trip Year/Week 2024-04



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.

1/25/24, 1/26/24, 1/27/24, 1/28/24, 1/29/24

* Does this trip require Board approval? Yes

Comments	We are requesting that parents be responsible for travel with their child to and from Albuquerque Sunport Airport on January 24th and January 29th. Also, parents of each female participant on the golf team will be responsible for renting a vehicle while in Dallas and transporting their child to and from the hotel to the golf course each day of the 24th, 25th, 26th, 27th, 28th and 29th.
* 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

Other (Type Below)

* Main Destination 

3800 Fairway Dr, Grapevine, TX 76051, USA

Destination Not Listed

Grapevine Golf Course, Fairway Drive,
Grapevine, TX, USA

*

**Destination
Name**

Grapevine Golf
Course

Stops on the way: Albuquerque Sunport: Albuquerque International Sunport-Abq
(ABQ), Sunport Blvd, Albuquerque, NM, USA

Stops on the return: Albuquerque Sunport: Albuquerque International Sunport-Abq
(ABQ), Sunport Blvd, Albuquerque, NM, USA

* Approximate Nbr of Miles Round Trip

1635.68

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

Piedra Vista High School

Budget Code

golf

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
Desc

Budget Code
Desc

Funding Approver

* Teacher / Advisor / Staff Name

Brandon Drake

* Teacher / Advisor / Staff Phone #

7023063903

Teacher / Advisor / Staff Email

bdrake@fms.k12.nm.us

Note: This email will receive the requester emails if different from requester

Emergency Contact Info

☐

Same as Teacher / Advisor / Staff

* Emergency Contact Name

Thomas Yost

* Emergency Contact Phone #

5054864736

Special Indicators

Out of town overnight trip

Number of Individuals Making Trip

*	Total Adults	2
*	Total Students	6

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

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

Nbr Students 6 Teacher Brandon Drake

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.

We are requesting that parents be responsible for travel with their child to and from Albuquerque Sunport Airport on January 24th and January 29th.

Flying via Southwest Airlines on the 24th from Albuquerque Sunport and home via Southwest Airlines on the 29th to the Albuquerque Sunport.

Also, parents of each female participant on the golf team will be responsible for renting a vehicle while in Dallas and transporting their child to and from the hotel to the golf course each day of the 24th, 25th, 26th, 27th, 28th and 29th.

Vehicles Needed

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

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

Date Submitted

Level 01 Approval - Location Approval

Comment

Recurring Dates

1/25/24, 1/26/24, 1/27/24, 1/28/24, 1/29/24

Decision Approved

Name swulfert@fms.k12.nm.us

Decision Date Sep 28, 2023, 10:18:33 AM

Level 02 Approval - Second Level Location Approval

Comment

Decision Approved

Name aalucero@fms.k12.nm.us

Decision Date Sep 28, 2023, 12:00:51 PM

Level 04 Approval - Director Approval

Comment

Decision

Approved

Name

igamboa@fms.k12.nm.us

Decision Date

Sep 28, 2023, 1:07:26 PM

Level 07 Approval - Superintendent Approval

Comment

Decision

Approved

Name

cdiehl@fms.k12.nm.us

Decision Date

Sep 28, 2023, 3:43:40 PM

Level 09 Approval - Transportation Approval

Comment

Decision

Name

Decision Date