

### 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 **31104**

\* Category Travel With Students

\* Type of Trip Athletic

\* Athletic Event (you may check more than one)

Softball (Athletic)

#### Trip Leave

\* Date 3/11/25 **Tuesday**

\* Time 10:00 PM

#### Trip Return

\* Date 3/16/25 **Sunday**

\* Time 6:00 AM

**Actual Time TBD** Yes

Trip Year/Week 2025-11



Use this button to create recurring/overnight trips that have students on board. Do not use Recurring for staff only trips.

\* Does this trip require Board approval? Yes

Comments N/A

Leave on the 11th. come back on the 16th

\* 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 \* [Destination Name](#) TNT National Invite

\* Approximate Nbr of Miles Round Trip     

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

\*      Piedra Vista High School      Budget Code      N/A

Funding Source Desc      School Budget      Budget Code Desc

Funding Approver

**Funding Source #2 (if trip is being split between groups or schools)**

\*      Piedra Vista High School      Budget Code      N/A

Funding Source Desc      School Budget      Budget Code Desc

Funding Approver

\* Teacher / Advisor / Staff Name      Kevin Werth

\* Teacher / Advisor / Staff Phone #      3301506

Teacher / Advisor / Staff Email      kwerth@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      Kevin Werth

\* Emergency Contact Phone #      3301506

\* Special Indicators      Out of town overnight trip

**Number of Individuals Making Trip**

\*      Total Adults      6

\*      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** Kevin 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.

Herrera Coaches

### 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

Decision Approved

Name swulfert@fms.k12.nm.us

Decision Date Sep 3, 2024, 8:21:24 AM

### Level 02 Approval - Second Level Location Approval

Comment

Decision Approved

Name dkynast@fms.k12.nm.us

Decision Date Sep 3, 2024, 10:13:53 AM

### Level 07 Approval - Superintendent Approval

Comment

Decision Approved

Name cdiehl@fms.k12.nm.us

Decision Date Sep 3, 2024, 4:17:58 PM

### Level 09 Approval - Transportation Approval

Comment

Decision

Name

Decision Date

