



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 16 flights/ 10 rooms DHS 5 flights/ 3 rooms / food

Trip Information

Name of conference/training/event: Memphis Hoopfest
Travel justification: Out-State Basketball Tournament
Destination address (incl. city, state, zip): Memphis, TN
Preferred Arrival Date: 12/19/25 Preferred Departure Date: 12/22/25
Preferred Arrival Time: 10am Preferred Departure Time: 10am

Need: ☒ Air ☒ Hotel ☒ Rental Car

Hotel

Name of hotel: Embassy Suites
Hotel address: 1022 S Shadly Grove
Number of nights: 6
Number of rooms: 3
Cost restriction: 200.00 nightly rate (Enter GSA rate for destination)
Total Cost: 3600.00

Car Rental

Type of Vehicle: Mini Van
Number of rentals: 3
Number of travelers: 23
Pick-up/Drop-off location (incl city, state, zip) Memphis Airport
Total Cost: \$1290.00

Air

Airline or Airport: American Airlines
Number of tickets: 5
Total Cost: \$1500.00

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: Danny [Signature]

Date: 9/26/25

Athletic Director Signature: [Signature]

Date: 9/26/25

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