

Aztec Travel/ Trip Estimate Worksheet 2024-25 SY

Rev. 8/1/24

Dates of Travel:	2025/1/30-2025/2/1
Destination:	National Hispanic Cultural Center
Name of Event:	2025 NMACDA All-State Choir
Trip Supervisor, Coach or Traveler:	Paul E 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.)