

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 **30029**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Key Club

Trip Leave

* Date 7/9/24 **Tuesday**

* Time 6:00 AM

Trip Return

* Date 7/14/24 **Sunday**

* Time 3:00 PM

Actual Time TBD Yes

Trip Year/Week 2024-28



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

This is during our afternoon route times. Trips should be scheduled to leave after 4:00 pm.

* Does this trip require Board approval? Yes

Comments We are traveling to Atlanta GA for an International Key Club Convention

* Your School/Dept 14 Farmington High School
2200 North Sunset Ave, Farmington, NM 87401

* **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)
255 Courtland St NE, Atlanta, GA 30303, USA

*

Destination Not Listed	Hilton Atlanta, Courtland Street Northeast, Atlanta, GA, USA	Destination Name	Atlanta Ga
* Approximate Nbr of Miles Round Trip	<input type="text" value="3145.23"/>		
Special Instructions for Permission Slip			

* Funding Source #1 (if one group or school is paying)	Farmington High School	Budget Code	93905
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	Amber Danek
* Teacher / Advisor / Staff Phone #	Danek
Teacher / Advisor / Staff Email	adanek@fms.k12.nm.us
Note: This email will receive the requester emails if different from requester	
Emergency Contact Info	<input type="checkbox"/> Same as Teacher / Advisor / Staff
* Emergency Contact Name	
* Emergency Contact Phone #	

* Grade Level(s) Making Trip	11 12
* Educational Objective for Field Trip	International Leadership Conference with Key Club

Special Indicators	Out of town overnight trip
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Number of Individuals Making Trip

* Total Adults 2
 * Total Students 8

* Will the students be away from school during lunch? Yes
 * If so, will these students need packed lunches? No

Nbr Students 8 **Teacher** Amber Danek

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.

Parents will drop their students off at the airport in Albuquerque and we will fly to Atlanta, Key Club Convention transportation will pick us up and drop back off at the airport.

Vehicles Needed

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

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

Date Submitted

Field Trip Acceptance of Responsibility

I have read and will adhere to all School Board Policies that apply to field or athletic trips.

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision Approved

Name briley@fms.k12.nm.us

Decision Date Mar 4, 2024, 10:36:51 AM

Level 02 Approval - Second Level Location Approval

Comment

Decision Approved

Name rotorres@fms.k12.nm.us

Decision Date Mar 5, 2024, 7:16:59 AM

Level 07 Approval - Superintendent Approval

Comment

Decision Approved

Name cdiehl@fms.k12.nm.us

Decision Date Mar 5, 2024, 10:42:05 AM

Level 09 Approval - Transportation Approval

Comment

Decision

Name

Decision Date