

## QUICK REFERENCE – COST ESTIMATOR 910 – MILEAGE

1. Go to the Travel website - <https://www.fwisd.org/domain/2003>

The screenshot shows the 'Travel' website navigation menu on the left with 'TRAVEL FORMS' circled. On the right, a list of travel forms is shown, with 'New Cost Estimator for trips beginning AFTER 10/1/2023' circled. Below this, the 'TRAVEL FORMS' section lists: 'New Cost Estimator Process' and 'Travel Cost Estimator/910 Student Travel Form for trips beginning AFTER 10/1/2023'.

2. Select Travel Forms.
3. Then New Cost Estimator for trips beginning AFTER 10/1/2023 – it will open to the Cost Estimator.

The screenshot shows three navigation tabs: 'Mileage Rates 1-1-2023', 'GSA Rates 10-1-2023', and 'Cost Estimator'. The 'Cost Estimator' tab is circled.

4. Select Mileage Rates Tab.

CITY	MILES	AMOUNT
Any City farther than 400 miles away (800 round trip)	800	\$524.00
Abilene	308.82	\$202.28
Addison	81.26	\$53.23
Amarillo	682.28	\$446.89
Ardmore, OK	210.7	\$138.01
Arlington	31.82	\$20.84
Austin	373.8	\$244.84
Beaumont	626.7	\$410.49
Belton	254.8	\$166.89
Breckenridge	241.86	\$158.42
Bridgeport	106.26	\$69.60
Carrollton	70.4	\$46.11
Cisco	220.4	\$144.36
College Station	344.02	\$225.33
Commerce	198.02	\$129.70
Corpus Christi	(806.98) 800	\$524.00
Corsicana	155.74	\$102.01

5. If the traveler is going to Austin, Texas, find Austin and look in the last column – Amount.
6. Select the Cost Estimator Tab.

The screenshot shows three navigation tabs: 'Mileage Rates 1-1-2023', 'GSA Rates 10-1-2023', and 'Cost Estimator'. The 'Cost Estimator' tab is circled.

Fill in the Amount from the Mileage page in the Totals Column

		TOTALS
Mileage	See Mileage Rates tab	
Budget		

7. Fill in the Budget Code

