

QUICK REFERENCE – COST ESTIMATOR 910 – BAGGAGE AND AIRFARE

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

The screenshot shows the 'Travel' website interface. On the left, a navigation menu lists: HOME PAGE, REGISTRATION REQUESTIONS, HOTEL RESERVATION/AIRLINE TICKET INFORMATION, **TRAVEL FORMS** (circled in red), INCOMING TRAVEL FORM 910S, FWISD TRAVEL MANUAL, OTHER TRAVEL INFORMATION, and MILEAGE REIMBURSEMENT. On the right, a secondary menu lists: HOME PAGE, REGISTRATION REQUESTIONS, HOTEL RESERVATION/AIRLINE TICKET INFORMATION, TRAVEL FORMS, INCOMING TRAVEL FORM 910S, FWISD TRAVEL MANUAL, RENTAL CARS AND MILEAGE RATES, and MILEAGE REIMBURSEMENT. Below these menus, a list of updates is shown for 9/27/2023, 8/25/2023, and 1/3/2023. Under the 'TRAVEL FORMS' heading, three links are listed: **New Cost Estimator for trips beginning AFTER 10/1/2023** (circled in black), New Cost Estimator Process, and Travel Cost Estimator/910 Student Travel Form for trips beginning AFTER 10/1/2023.

- Select Travel Forms.
- 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** (circled in black).

- If the traveler is flying, go to the below the Total Advance line.

81	Total Advance (will include amounts below if needed)
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- Enter the RQ/PO Number and the Total cost of the ticket (ticket price + \$12.79 service fee) in the white box.
- If the traveler needs to be reimbursed, please type Yes in the Reimburse to Traveler? Box and provide a budget code

3	Airfare	RQ/PO # 124XXXXX	Reimburse to Traveler?	\$ 125.00
4	Budget			

- Once an amount is filled in in the Airfare box, the Baggage Fee will automatically calculate at \$60.00

2	Baggage Fees	Calculated at \$60 if amount in Airfare below	\$ 60.00
3	Budget		

- Fill in the Budget Code.

