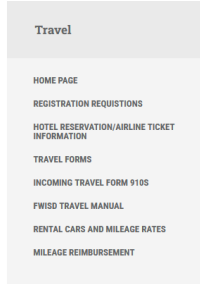
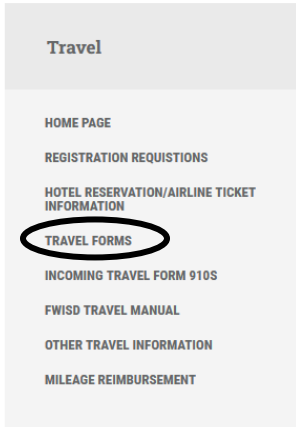


QUICK REFERENCE – COST ESTIMATOR 910 – RENTAL CAR AND RENTAL CAR GAS

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



9/27/2023
 • Updated mileage distance to DFW and Love Field from District Service Center

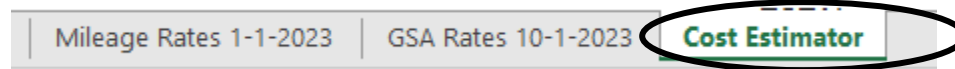
8/25/2023
 • New Cost Estimator released for Employee travel
 • GSA Rates for trips beginning 10/1/2023 and forward are released

1/3/2023 910 Changes:
 • Changed mileage rate to \$0.655

TRAVEL FORMS

- New Cost Estimator for trips beginning AFTER 10/1/2023**
- New Cost Estimator Process**
- 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.



- If the traveler is renting a vehicle, 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 Rental Car 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

9	Rental Car	RQ/PO #	124XXXXX	Reimburse to Traveler?	\$ 125.00
10	Budget				

- Once an amount is filled in in the Rental Car box, the Rental Car Gas will automatically calculate at \$100.00

5	Rental Car Gas	Calculated at \$100 if Rental Car amount below	\$ 100.00
6	Budget		

- Fill in the Budget Code.

