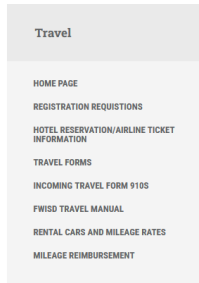
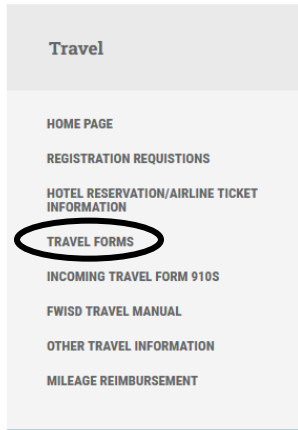


QUICK REFERENCE – COST ESTIMATOR 910 – OTHER

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

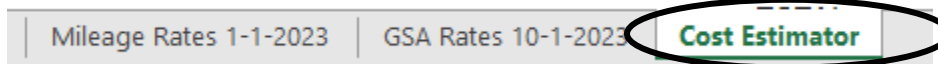


9/27/2023  
 • Updated mileage distance to DFW and Love Field from District Service Center  
 8/25/2023  
 • New Cost Estimator released for Employee travel  
 • GSA Rates for trips beginning 10/1/2023 and forward are released  
 1/3/2023 910 Changes:  
 • Changed mileage rate to \$0.655

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

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



4. Sometimes the 910 cannot cover all the necessary costs. The traveler may want to buy books at the conference, \$100.00 isn't enough to cover gas for the rental car, \$60.00 isn't enough for baggage, or other reasons. So the Other field was created.

8	Other	Explain		\$ -
9	Budget			

5. Fill in the Explanation Box and an amount.
6. Fill in the Budget Code.

