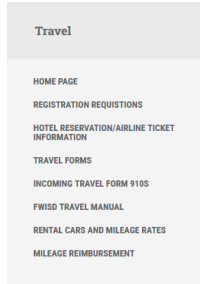
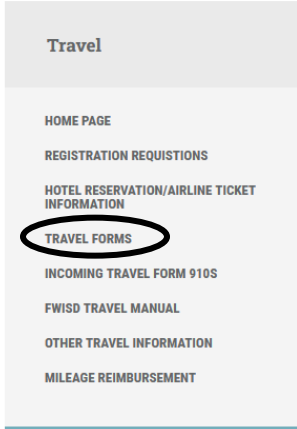


QUICK REFERENCE – COST ESTIMATOR 910 – REGISTRATION

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

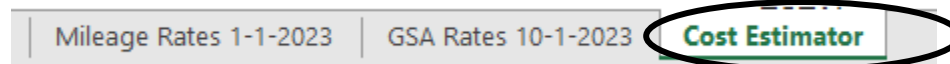


9/27/2023
 • Updated mileage distance to DFW and Love Field from District Service Center
 8/25/2023
 • New Cost Estimator released for Employee travel
 • GSA Rates for trips beginning 10/1/2023 and forward are released
 1/3/2023 910 Changes:
 • Changed mileage rate to \$0.655

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. To put the Registration information on the 910, to the below the Total Advance line.

81	Total Advance (will include amounts below if needed)
----	---

5. Enter the RQ/PO Number and the Total cost of the Registration in the white box
6. If the traveler needs to be reimbursed, please type Yes in the Reimburse to Traveler? Box and provide a budget code

16	Registration	RQ/PO #	124XXXXX	Reimburse to Traveler?	
17	Budget				

