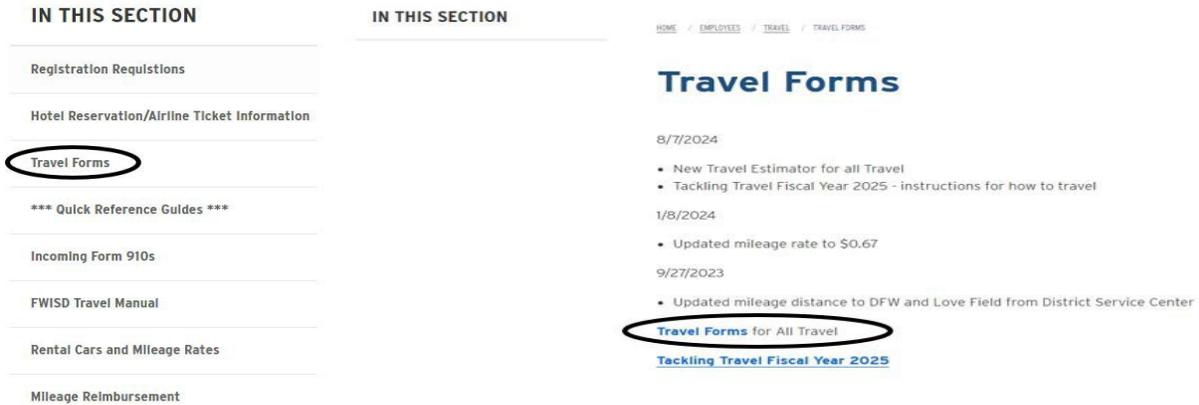


1. Go to the Travel website - <https://www.fwisd.org/employees/travel>



2. Select Travel Forms.

3. Then Travel Forms for all Travel - New Cost Estimator will download, select the type of Travel by Name.



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

81	<b>Total Advance</b> (will include amounts below if needed)
----	---

5. Enter the RQ/PO Number and the Total cost of the ticket (ticket price + \$12.79 service fee) in the yellow box.

6. If the traveler needs to be reimbursed, please select Yes in the Reimburse to Traveler? Box and provide a budget code

4	Airfare	RQ/PO # 125XXXX	Reimburse to Traveler?	\$	200.00
5	Budget				

7. Once an amount is filled in the Airfare box, the Baggage Fee will automatically calculate at \$80.00

3	Baggage Fees	Calculated at \$80 if amount in Airfare below	\$	80.00
4	Budget			

8. Fill in the Budget Code.