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

IN THIS SECTION	IN THIS SECTION	HOME / DIPUTITIS / TRUTI / TRUTI / TRUTI / TRUTI / TRUTI
Registration Requistions		Travel Forms
Hotel Reservation/Airline Ticket Information		
		8/7/2024
Travel Forms		New Travel Estimator for all Travel
*** Outst Deferrer Outstan ***		<ul> <li>Tackling Travel Fiscal Year 2025 - instructions for how to travel</li> </ul>
QUICK Reference Guides		1/8/2024
Incoming Form 910s		Updated mileage rate to \$0.67
		9/27/2023
FWISD Travel Manual		Updated mileage distance to DFW and Love Field from District Service Center
		Travel Forms for All Travel
Rental Cars and Mileage Rates		Tackling Travel Fiscal Year 2025
Mileage Reimbursement		

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

Please select the correct travel - 910 form:					
Key Officials Travel	Employee Travel				
Student Travel	Athletics Travel				

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



- 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.