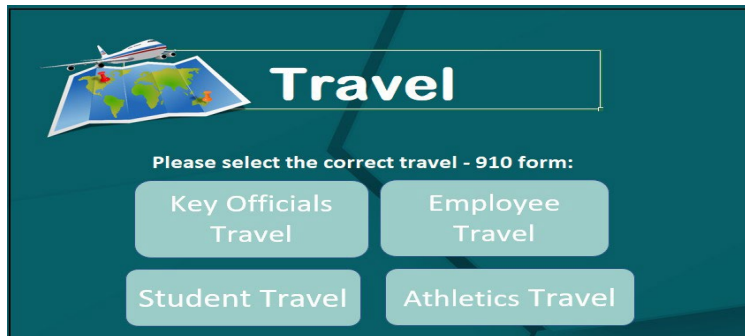


- Go to the Travel website - <https://www.fwisd.org/employees/travel>

The screenshot shows the FWISD Travel website. On the left, there is a vertical menu titled "IN THIS SECTION" with items: Registration Reqlstions, Hotel Reservation/Airline Ticket Information, **Travel Forms** (circled), *** Quick Reference Guides ***, Incoming Form 910s, FWISD Travel Manual, Rental Cars and Mileage Rates, and Mileage Reimbursement. The main content area also has a "Travel Forms" header and a list of updates: 8/7/2024 (New Travel Estimator, Tackling Travel Fiscal Year 2025), 1/8/2024 (Updated mileage rate to \$0.67), and 9/27/2023 (Updated mileage distance to DFW and Love Field). At the bottom of the main content, there are two links: **Travel Forms for All Travel** (circled) and [Tackling Travel Fiscal Year 2025](#).

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



- To fill in the Registration information on the 910, go 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 Registration in the yellow box.
- If the traveler needs to be reimbursed, please select Yes in the Reimburse to Traveler? Box and provide a budget code.

Total Advance (will include amounts below if needed)				\$ -
Airfare	RQ/PO #		Reimburse to Traveler?	\$ -
Budget				
Registration	RQ/PO # 125XXXXX		Reimburse to Traveler?	\$ 500.00
Budget				
Rental Car	RQ/PO #		Reimburse to Traveler?	\$ -
Budget				
TOTAL ESTIMATED COST of Travel Outside DFW Metroplex				\$ 500.00