

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

The screenshot shows the FWISD Travel website. On the left, there is a sidebar menu titled 'IN THIS SECTION' with items: Registration Requisitions, Hotel Reservation/Airline Ticket Information, **Travel Forms** (circled in red), \*\*\* Quick Reference Guides \*\*\*, Incoming Form 910s, FWISD Travel Manual, Rental Cars and Mileage Rates, and Mileage Reimbursement. The main content area is titled 'Travel Forms' and includes a breadcrumb trail: HOME / EMPLOYEES / TRAVEL / TRAVEL FORMS. Below the title, there are several news items with dates: 8/7/2024 (New Travel Estimator for all Travel, Tackling Travel Fiscal Year 2025 - instructions for how to travel), 1/8/2024 (Updated mileage rate to \$0.67), and 9/27/2023 (Updated mileage distance to DFW and Love Field from District Service Center). At the bottom of the news items, there are two links: **Travel Forms for All Travel** (circled in red) 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.

The screenshot shows a 'Travel' selection screen. At the top, there is a globe icon and the word 'Travel'. Below it, the text says 'Please select the correct travel - 910 form:'. There are four buttons: 'Key Officials Travel', 'Employee Travel', 'Student Travel', and 'Athletics Travel'.

- Fill-in the blanks with the required information.

**Employee Travel**

<b>Name of Traveler</b> Employee	<b>Employee ID</b> 1234567	<b>SS# (Last 4)</b> 0	<b>Leave Date</b> 9/1/2024	<b>Return Date</b> 9/5/2024
<b>Title of Traveler</b> FWISD	<b>School/Department</b> FWISD		<b>Name of Conference</b> FWISD	
<b>City of Travel</b> Austin	<b>State of Travel</b> TX	<b>Name of Person Filling out Form</b>	<b>Phone #</b>	

- If the traveler is going to Austin, Texas, from 9/1/24 to 9/5/24 – to add the mileage cost, select yes by the add? box. The driving mileage to Austin, Texas will auto-populate in the total column- in this case, \$250.45

<b>Mileage</b>	<b>Add?</b> Yes	<b>Airport?</b>	<b>TOTALS</b>
<b>Budget</b>			\$ 250.45

- If the traveler is flying to Austin, Texas, from 9/1/24 to 9/5/24 – to add the mileage cost to the airport, select yes by the add? box and select the airport the traveler is flying from by the Airport? box. The mileage to the airport will auto-populate in the total column – in this case, driving to Dallas Love Field airport, \$58.16.

<b>Mileage</b>	<b>Add?</b> Yes	<b>Airport?</b> Dallas Love Field	<b>TOTALS</b>
<b>Budget</b>			\$ 58.16

- Fill in the Budget Code