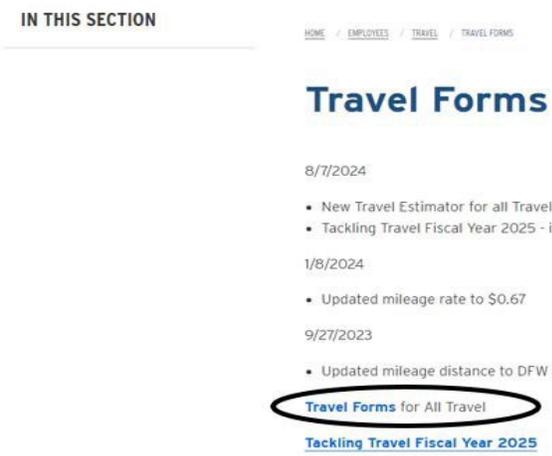
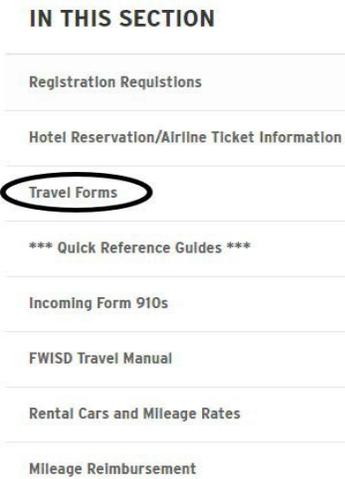
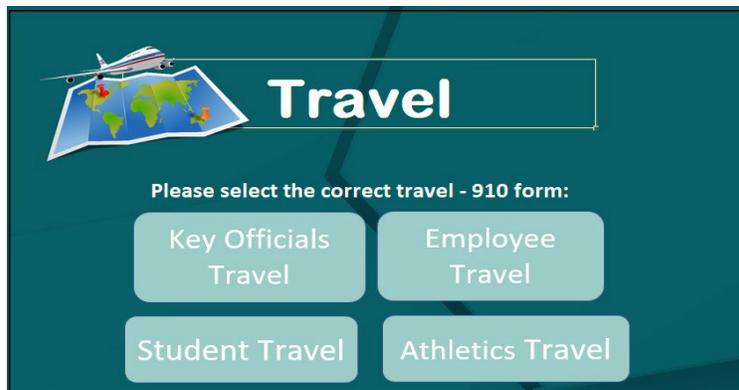


- Go to the Travel website - <https://www.fwisd.org/employees/travel>



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



- Sometimes the 910 cannot cover all the necessary costs. The traveler may want to buy books at the conference, \$100.00 isn't enough to cover gas for the rental car, \$80.00 isn't enough for baggage, or other reasons. So, the Other field was created.

9	Other	Explain		\$	-
0	Budget				

- Fill in the Explanation Box and an amount.
- Fill in the Budget Code.