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

IN THIS SECTION	IN THIS SECTION	HOME / EMPLOYIES / TRUEL / TRUEL / TRUEL FORMS
Registration Regulstions		Travel Forms
Hotel Reservation/Airline Ticket Information		
		8/7/2024
Travel Forms		New Travel Estimator for all Travel
*** Quick Reference Guides ***		 Tackling Travel Fiscal Year 2025 - instructions for how to travel
		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
Rental Cars and Mileage Rates		Travel Forms for All Travel
Mileage Reimbursement		Tackling Travel Fiscal Year 2025

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. 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			

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