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

IN THIS SECTION	IN THIS SECTION	HOME / CHRISTIES / TRAVEL / TRAVEL FORMS
Registration Requistions		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. If the traveler is renting a vehicle, go to the below the Total Advance line.

81	Total Advance (will include amounts below if needed)
<u> </u>	

- 5. Enter the RQ/PO Number and the Total cost of the Rental Car 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.

90	Rental Car	RQ/PO #125XXXXXX	Reimburse to Traveler?	\$	200.00
91	Budget				

7. Once an amount is filled in in the Rental Car box, the Rental Car Gas will automatically calculate at \$100.00.

5	Rental Car Gas	Calculated at \$100 if Rental Car amount below	\$ 100.00
6	Budget		

8. Fill in the Budget Code.