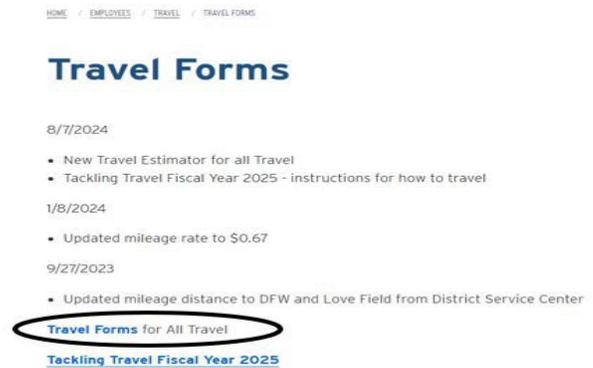
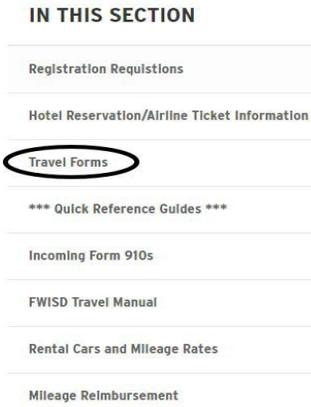


- Go to the Travel website - <https://www.fwisd.org/employees/travel>



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



- If the traveler is renting a vehicle, go to the 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 Rental Car 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.

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

- 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		

- Fill in the Budget Code.