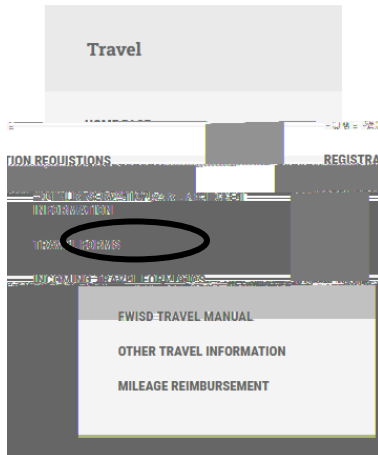




QUICK REFERENCE – COST ESTIMATOR 910 – BAGGAGE AND AIRFARE

1. Go to the Travel website - <https://www.fwsd.org/domain/2003>



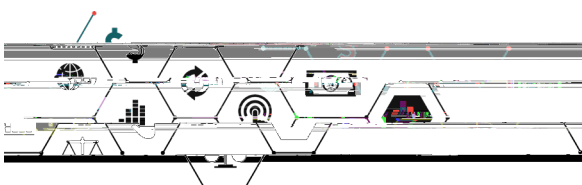
2. Select Travel Forms.
3. Then New Cost Estimator for trips beginning AFTER 10/1/2023 – it will open to the Cost Estimator.



4. If the traveler is flying, go to the below the Total Advance line.
5. Enter the RQ/PO Number and the Total cost of the ticket (ticket price + \$12.79 service fee) in the white box.
6. If the traveler needs to be reimbursed, please type Yes in the Reimburse to Traveler? Box and provide a budget code
7. Once an amount is filled in in the Airfare box, the Baggage Fee will automatically calculate at \$60.00

2	Baggage Fees	Calculated at \$60 if amount in Airfare below	\$ 60.00
3	Budget		

8. Fill in the Budget Code.



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