



QUICK REFERENCE – COST ESTIMATOR 910 – RENTAL CAR AND RENTAL CAR GAS

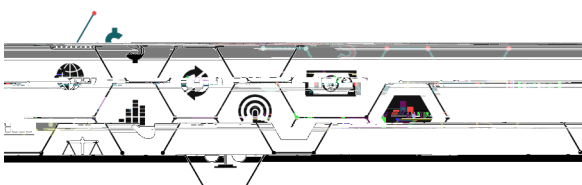
1. Go to the Travel website - <https://www.fwisd.org/domain/2003>



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 renting a vehicle, go to the below the Total Advance line.
5. Enter the RQ/PO Number .6 (m)45<5 0 Td [(E)- (er)4.4 5u Twa4 (.5 (O)6.3m a)17.7 Tc 9.04 540 333.6 Tm ()Tj
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 Rental Car box, the Rental Car Gas will automatically calculate at \$100.00
8. Fill in the Budget Code.



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