Fort Worth **INDEPENDENT SCHOOL DISTRICT** | DIVISION OF **BUSINESS** AND **FINANCE**

QUICK REFERENCE – COST ESTIMATOR 910 – MEALS AND PARKING

1. Go to the Travel website - https://www.fwisd.org/domain/2003
2. Select Travel Forms.

3. Select New Cost Estimator for trips beginning AFTER 10/1/2023 – it will open to the Cost Estimator.
4. Select the GSA Rates Tab

5. If the traveler is going to Austin, Texas – find TX, then Austin and look at the last column – M&IE Rate – in this case $64.00 (If dates are listed (Season Begin & Season End), please select the M&IE rate for that particular time period.)

FY2024 Per Diem Rates - Effective October 1, 2023

STA	DESTINATION	COUNTY/LOCATION DEFINED	SEASON BEGIN	SEASON END	FY24 Lodging Rate	FY24 M&IE
	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.				$ 107	$ 59
TX	Austin	Travis	October 1	March 31	$ 184	$ 64
TX	Austin	Travis	April 1	August 31	$ 170	$ 64
TX	Austin	Travis	September 1	September 30	$ 184	$ 64
TX	Big Spring	Howard			$ 136	$ 64

6. Select the Cost Estimator Tab.

Meal per Diem Rate - GSA website/GSA Rates tab

Place an X next to the meals that are provided by either the conference or the hotel. These meals will be deducted from the total allowed.

Date				$$$ Allowed
	Breakfast ___	Lunch ___	Dinner ___	$ -
	Breakfast ___	Lunch ___	Dinner ___	
	Breakfast ___	Lunch ___	Dinner ___	
	Breakfast ___	Lunch ___	Dinner ___	
	Breakfast ___	Lunch ___	Dinner ___	
	Breakfast ___	Lunch ___	Dinner ___	
	Breakfast ___	Lunch ___	Dinner ___	
			TOTAL	$ -
Budget				

7. Put the M&IE Rate in the Meal per Diem Rate
8. Fill in the Dates of travel. Place an X next to any meals provided by the conference/class or the hotel and those meals will be automatically deducted.

Meal per Diem Rate - GSA website/GSA Rates tab							$ 64.00

Place an X next to the meals that are provided by either the conference or the hotel. These meals will be deducted from the total allowed.

Date							$$$ Allowed
11/2	Breakfast		Lunch		Dinner	x	$ 24.00
11/3	Breakfast	x	Lunch		Dinner		$ 51.20
11/4	Breakfast		Lunch	x	Dinner		$ 33.60
	Breakfast		Lunch		Dinner		
	Breakfast		Lunch		Dinner		
	Breakfast		Lunch		Dinner		
	Breakfast		Lunch		Dinner		
					TOTAL		$ 108.80
Budget							

ATM Fees	Must go on 199 Budget code		$ 10.00
Budget	199		

Parking, Taxi (Uber/Lyft), Tolls	45% of Meal Total Above	Remove?		$ 86.40
Budget				

9. The total will automatically go into the Totals column.
10. Put in the Budget Code.
11. The ATM Fees is automatically calculated at $10.00. A 199 budget MUST be provided for the ATM Fee.
12. Parking, Taxi, Tolls is automatically calculated at 45% of Meals. Put in the Budget Code.
   - You have the option of removing Parking, Taxi, Tolls by typing the word Yes in the Remove? Box.