

QUICK REFERENCE - COST ESTIMATOR 910 - MEALS AND PARKING

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

Travel	Travel	9/27/2023 • Updated mileage distance to DFW and Love Field from District Service Center 8/25/2023
HOME PAGE REGISTRATION REQUISTIONS HOTEL RESERVATION/AIRLINE TICKET INFORMATION TRAVEL FORMS	HOME PAGE REGISTRATION REQUISTIONS HOTTL RESERVATION/AIRLINE TLCKET INFORMATION TAXAVEL FORMS INCOMING TRAVEL FORM 910S FWISD TRAVEL MANUAL RENTAL CARS AND MILEAGE RATES MILEAGE REIMBURSEMENT	New Cost Estimator released for Employee travel GSA Rates for trips beginning 10/1/2023 and forward are released 1/3/2023 910 Changes: Changed mileage rate to \$0.655
FWISD TRAVEL MANUAL OTHER TRAVEL INFORMATION MILEAGE REIMBURSEMENT	<	TRAVEL FORMS New Cost Estimator for trips beginning AFTER 10/1/2023 New Cost Estimator Process Travel Cost Estimator/910 Student Travel Form for trips beginning AFTER

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

GSA Rates 10-1-2023 Mileage Rates 1-1-2023 **Cost Estimator**

 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.)

	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	t				
	listed may be located in a					
	listed county.				\$ 107	
-	Austin	Travis	October 1	March 31	\$ 184	
(Austin	Travis	April 1	August 31	\$ 170	\$
<u>(</u>	Austin	Travis	September 1	September 30	\$ 184	
	Big Spring	Howard		ļ	\$ 136	50
•	al per Diem Rate – GSA v	1	23 Cost Estin			
M.	Place an X next to the meals the	1				
M	•	vebsite/GSA Rates tab				
M	Place an X next to the meals the	vebsite/GSA Rates tab			ed	
M	Place an X next to the meals the from the total allowed.	vebsite/GSA Rates tab		will be deducted	ed	
M	Place an X next to the meals the from the total allowed.	vebsite/GSA Rates tab at are provided by either the conference oLunch	or the hotel. These meals Dinner Dinner	will be deducted \$\$\$ Allowe	ed	
M	Place an X next to the meals the from the total allowed. Date Breakfast	vebsite/GSA Rates tab at are provided by either the conference oLunchLunch	Dinner Dinner Dinner	will be deducted \$\$\$ Allowe	ed	
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- 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 Dien	n Rate - GSA we	bsite/GS	A Rates tab				\$	64.00	1	
	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.										
7	Date							\$\$\$	Allowed		
3	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					
2		Breakfast		Lunch		Dinner					
3		Breakfast		Lunch		Dinner					
ł		Breakfast		Lunch		Dinner					
;	-					TOTAL				\$	108.80
5	Budget										
3	ATM Fees		Must go	on 199 Bud	lget cod	e				\$	10.00
)	Budget 199										
1	Parking, Taxi (Uber/Lyft), Tolls 45% of Meal Total Above Remove?							\$	86.40		
2	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. <u>A 199 budget MUST be provided for the ATM Fee.</u>
- **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.

