

## QUICK REFERENCE - COST ESTIMATOR 910 - HOTEL

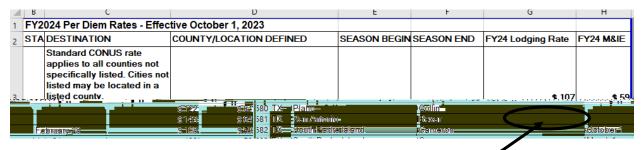
1. Go to the Travel website - <a href="https://www.fwisd.org/domain/2003">https://www.fwisd.org/domain/2003</a>



- 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 San Antonio, Texas find TX, then San Antonio and look at the Lodging Rate in this case \$143.00 (If dates are listed (Season Begin & Season End) please select the Lodging rate for that particular time period.)
- **6.** Select the Cost Estimator Tab.



7. Enter the Lodging Rate in the GSA Hotel Rate



