

## QUICK REFERENCE - COST EST 7-Q80 Tw 6f.1 https://www.cf.wisd.tohy.cfonesh//2003

2. Select Travel Forms.

	Travel	Travel	9/27/2023 в воду возмеки беле селоторист — Маларание и воду	an an MMI and Law (Data farm Mark 2004). In the sec	8/25/2023
5		- U 8 = 123	HOTELRESERVATION AIRLINE TICKET		
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11			nal - an - 20	FWISD TRAVEL MANUAL	
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		AGE REIMBURSEMENT			

- 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

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 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.)

COUNTY/LOCATION DEFINED	SEASON BEGI	SEASON END	FY24 Lodging Rate	FY24 M&IE	STA	DESTINATION
						Standard CONUS rate
						applies to all counties no
t						specifically listed. Cities
						listed may be located in a
			\$ 10	-		listed county.
Travis	October 1	March 31	\$ 18		TX	Austin
Travis	April 1	August 31	\$17		TX	Austin
	I BALS		0.534611361-		-30	-64
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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.

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- 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.

