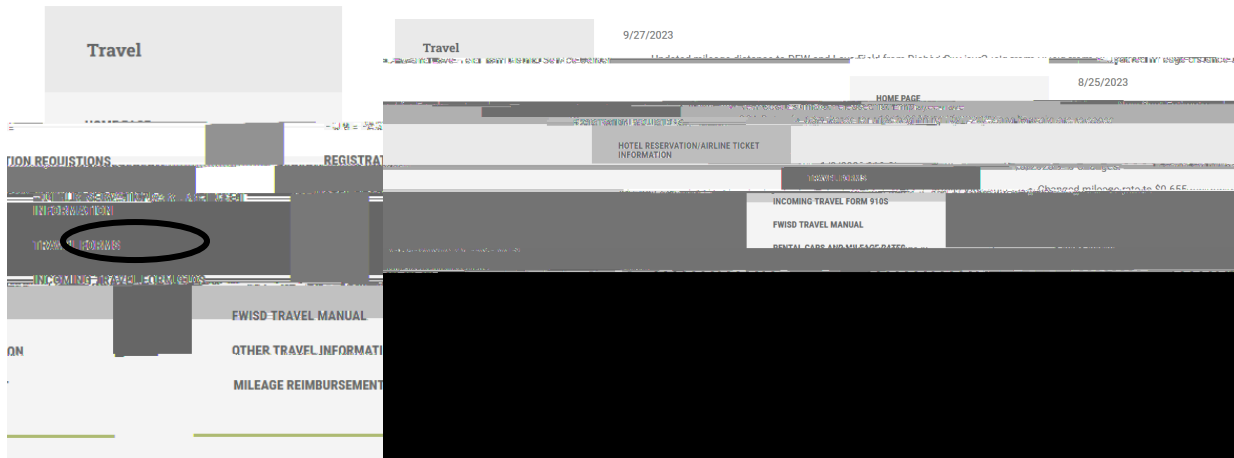




## QUICK REFERENCE – COST EST 7-Q80 Tw 6f.1 <https://www.fwisd.org/Domain/2003>

### 2. Select Travel Forms.



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

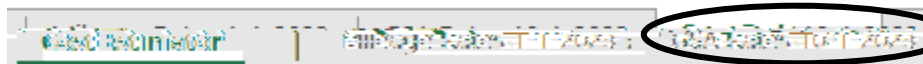
### 4. Select the GSA Rates Tab



### 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 |              |            |                   |           |    | STAD 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 n listed may be located in a listed county. |
| Travis                                            | October 1    | March 31   | \$ 107            | \$ 59     |    |                  |                                                                                                                         |
| Travis                                            | April 1      | August 31  | \$ 184            | \$ 64     | TX | Austin           |                                                                                                                         |
|                                                   |              |            | \$ 170            | \$ 64     | TX | Austin           |                                                                                                                         |

### 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: \_\_\_\_\_

|        |  |           |  |       |  |
|--------|--|-----------|--|-------|--|
| Dinner |  | Breakfast |  | Lunch |  |
| Dinner |  | Breakfast |  | Lunch |  |
| Dinner |  | Breakfast |  | Lunch |  |
| Dinner |  | Breakfast |  | Lunch |  |
| Dinner |  | Breakfast |  | Lunch |  |
| Dinner |  | Breakfast |  | Lunch |  |
| Dinner |  | Breakfast |  | Lunch |  |
| TOTAL  |  |           |  |       |  |

\$ -

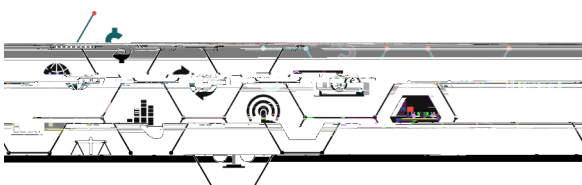
**Budget**



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 allowance. |          |

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.



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