



QUICK REFERENCE – COST ESTIMATOR 910 – HOTEL

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



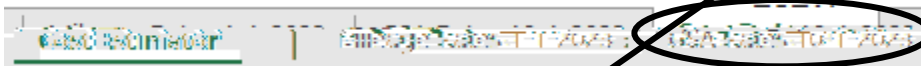
2. Select Travel Forms.
3. Select New Cost Estimator for trips beginning AFTER 10/1/2023 – it will open to the Cost Estimator.



4. Select the GSA Rates Tab

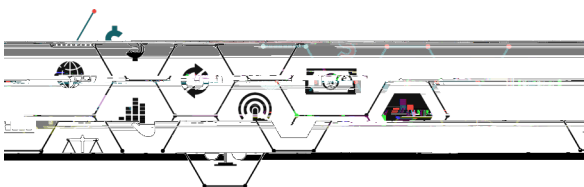
	B	C	D	E	F	G	H
1	FY2024 Per Diem Rates - Effective October 1, 2023						
2	STA	DESTINATION	COUNTY/LOCATION DEFINED	SEASON BEGIN	SEASON END	FY24 Lodging Rate	FY24 M&IE
3		Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.				\$107	\$50
			\$122	\$124	TX - Plano		
			\$143	\$143	TX - San Antonio		
			\$188	\$188	TX - South San Antonio		

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

7	Hotel Budget	
9	Hotel Overage	Must go on 199 Budget
10	Budget	199



7060 Camp Bowie Blvd., Ste. 1004B