



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	TX	Austin	
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	
Dinner		Breakfast		Lunch	
TOTAL					

\$ -

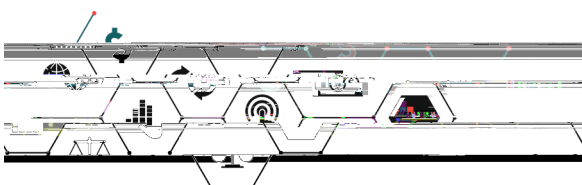
Budget



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 allowed.	

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.



7060 Camp Bowie Blvd., Ste. 1004B
 Fort Worth, Texas 76116
 OFFICE 817.814.2201
 OFFICE 817.814.2203