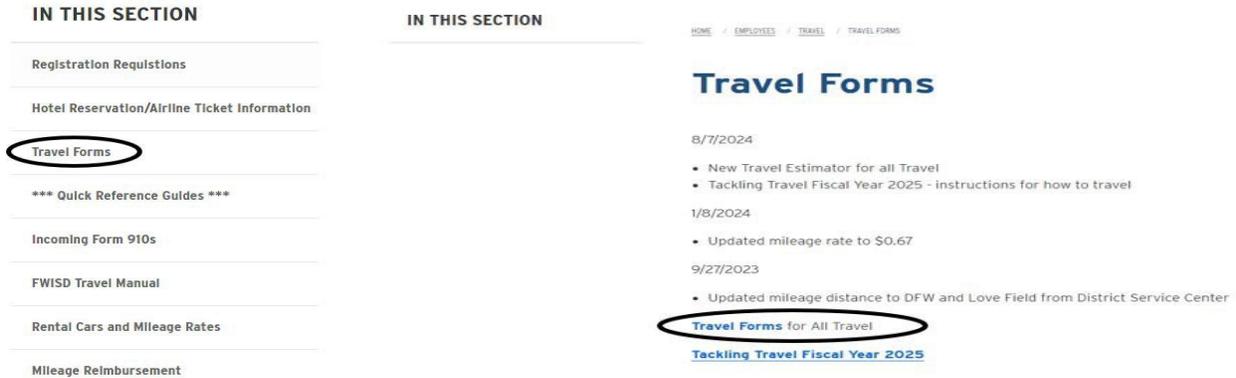


- Go to the Travel website - <https://www.fwisd.org/employees/travel>



- Select Travel Forms.
- Then Travel Forms for all Travel - New Cost Estimator will download, select the type of Travel by Name.



- Fill-in the blanks with the required information.

Employee Travel

Name of Traveler Employee	Employee ID 1234567	SS# (Last 4) 0	Leave Date 9/1/2024	Return Date 9/5/2024
Title of Traveler FWISD	School/Department FWISD		Name of Conference FWISD	
City of Travel San Antonio	State of Travel TX	Name of Person Filling out Form	Phone #	

- If the city is not listed on the drop-down menu, type the city name and then click the tab. A message will appear informing the traveler that standard GSA rates will be used to calculate hotel costs.

Employee Travel

Name of Traveler Employee	Employee ID 1234567	SS# (Last 4) 0	Leave Date 9/1/2024	Return Date 9/5/2024
Title of Traveler FWISD	School/Department FWISD		Name of Conference FWISD	
City of Travel Frisco	State of Travel TX	Name of Person Filling out Form	Phone #	

Microsoft Excel

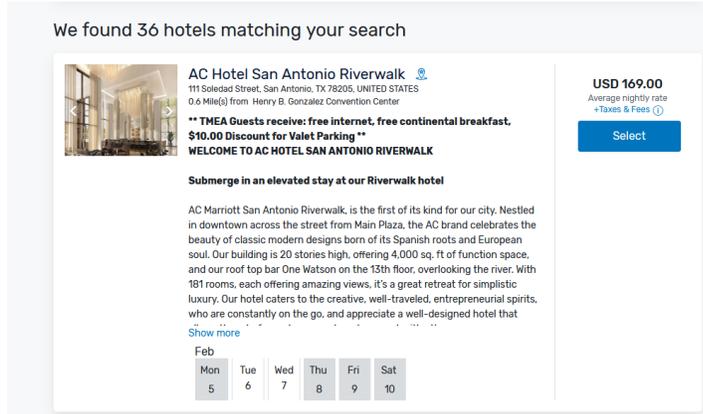
Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.

OK Cancel Help

- If the traveler is going to San Antonio, Texas, from 9/1/24 to 9/5/24 – the lodging rate auto-populate in the GSA Hotel Rate box - in this case, \$143.00.

GSA Hotel Rate	\$ 143.00	Taxes calculated at 35%	\$ -
Conference Hotel Rate		Taxes calculated at 35%	\$ -
Hotel Budget			

In this case, the conference rate is \$169.00.



- Under the Conference Hotel Rate, please put the nightly hotel rate. It may be higher, the same as or lower than the GSA rate. (The conference hotel information can usually be found on the conference website.)

Higher

GSA Hotel Rate	\$ 143.00	Taxes calculated at 35%	\$ -
Conference Hotel Rate	\$ 169.00	Taxes calculated at 35%	\$ 912.60
Hotel Budget			
Hotel Overage	Must go on 199 Budget code		\$ 140.40
Budget	199		

Same

GSA Hotel Rate	\$ 143.00	Taxes calculated at 35%	\$ 772.20
Conference Hotel Rate	\$ 143.00	Taxes calculated at 35%	\$ -
Hotel Budget			
Hotel Overage	Must go on 199 Budget code		\$ -
Budget	199		

Lower

GSA Hotel Rate	\$ 143.00	Taxes calculated at 35%	\$ -
Conference Hotel Rate	\$ 140.00	Taxes calculated at 35%	\$ 756.00
Hotel Budget			
Hotel Overage	Must go on 199 Budget code		\$ -
Budget	199		

- The form will calculate the hotel overage automatically, if the conference rate is higher than the GSA rate.
- Fill in the Budget Code and provide a 199 budget for the hotel overage.
- If conference proof is not provided, the traveler will owe for the hotel overage – in this case \$140.40. (You must have this amount in the 199 budget to cover the hotel overage.)