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

IN THIS SECTION	IN THIS SECTION	HOME / (MPLOYIN: / THATE / THATE FORMS
Registration Regulations		Travel Forms
Hotel Reservation/Airline Ticket Information		Travel Forms
Travel Forms		8/7/2024
*** Quick Reference Guides ***		New Travel Estimator for all Travel Tackling Travel Fiscal Year 2025 - instructions for how to travel //8/2024
Incoming Form 910s		Updated mileage rate to \$0.67
EWISD Travel Manual		9/27/2023
		Updated mileage distance to DFW and Love Field from District Service Center
Rental Cars and Mileage Rates		Travel Forms for All Travel
Mileage Reimbursement		Tackling Travel Fiscal Year 2025

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



4. Fill-in the blanks with the required information. Employee Travel

Name of Traveler	Em	Employee ID		SS# (Last 4)		Leave Date		Return Date	
Employee		1234567		0		9/1/2024		9/5/2024	
Title of Traveler		School/Departme	ent	nt		Name of Conference		nce	
FWISD		FV	ISD			FWISD			
City of Travel	Sta	State of Travel		Name of Person Filling ou		out Form		Phone #	
San Antonio		ТХ							

5. 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	Trav	el		
Name of Traveler	E	mployee ID	SS# (Last 4)	1	Leave Date	Return Date	1
Employee		1234567	0		9/1/2024	9/5/2024	l l
Title of Traveler		School/Departmen	nt]	Name of Confere	nce	1
FWISD		FW	/ISD		F\	WISD	l i i i i i i i i i i i i i i i i i i i
City of Travel State of Travel		Name of Person Filling out Form Phone #				1	
Frisco	<u> </u>	TX					
Travel Approvals Principal/S	Microsoft Ex	cel					×
Budg Executiv Area Superi Deputy/Superi	st st	andard CONUS rate ap	plies to all counties r	not sp	Decifically listed. Cit	ies not listed may be l lp	ocated in a listed county.
						TOTALS	

6. 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.

FORT WORTH ISD

COST ESTIMATOR 910 - HOTEL

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

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

	AC Hotel San Antonio Riverwalk 111 Soledad Street, San Antonio, TX 78205, UNITED STATES 0.6 Mile(s) from Henry B. Gonzalez Convention Center									USD 169.00 Average nightly rate
T.	** TMEA Guests receive: free internet, free continental breakfast, \$10.00 Discount for Valet Parking ** WELCOME TO AC HOTEL SAN ANTONIO RIVERWALK								Select	
	Submerge in an elevated stay at our Riverwalk hotel									
	AC Marrie in downt beauty of soul. Our and our r 181 room luxury. O who are Show mo	ott San i own acr f classic building roof top is, each ur hotel constan	Antonio oss the modern g is 20 s bar One offering caters t tly on th	Riverwa street fi n design tories hi Watson amazin a the cr ne go, ar	elk, is the rom Mai is born o gh, offe on the g views, eative, n ad appre	e first of n Plaza, of its Spa ring 4,00 13th floo , it's a gr well-trav eciate a n	its kind for o the AC brand anish roots ar 00 sq. ft of fu or, overlooking eat retreat fo veled, entrepr well-designed	ur city. Nestli celebrates t nd European inction space g the river. W r simplistic eneurial spir d hotel that	ed he e, ith its,	
	⊢ер			-		_				

 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.)

	GSA Hotel Rate	\$ 143.00	Taxes calculated at 35%	\$ -	
	Conference Hotel Rate	\$ 169.00	Taxes calculated at 35%	\$ 912.60	
ther	Hotel Budget				
High	Hotel Overage	Must go o	n 199 Budget code	\$ 140.40	
	Budget 199				
\mathbf{V}					
	GSA Hotel Rate	\$ 143.00	Taxes calculated at 35%	\$ 772.20	· \
	Conference Hotel Rate	\$ 143.00	Taxes calculated at 35%	\$ -	<u>۱</u>
ame	Hotel Budget			 	
Siat	Hotel Overage	Must go or	n 199 Budget code	\$ -	
	Budget 199				
V					
	GSA Hotel Rate	\$ 143.00	Taxes calculated at 35%	\$ -	
	Conference Hotel Rate	\$ 140.00	Taxes calculated at 35%	\$ 756.00	
wei	Hotel Budget				
Vo	Hotel Overage	Must go o	n 199 Budget code	\$ -	
	Budget 199				

- 8. The form will calculate the hotel overage automatically, if the conference rate is higher than the GSA rate.
- 9. Fill in the Budget Code and provide a 199 budget for the hotel overage.
- 10. 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.)