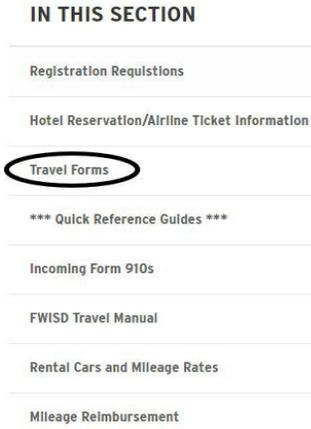


- Go to the Travel website - [https:// www.fwisd.org/employees/travel](https://www.fwisd.org/employees/travel)



IN THIS SECTION

HOME / EMPLOYEES / TRAVEL / TRAVEL FORMS

### Travel Forms

- 8/7/2024
    - New Travel Estimator for all Travel
    - Tackling Travel Fiscal Year 2025 - instructions for how to travel
  - 1/8/2024
    - Updated mileage rate to \$0.67
  - 9/27/2023
    - Updated mileage distance to DFW and Love Field from District Service Center
- Travel Forms for All Travel**  
[Tackling Travel Fiscal Year 2025](#)

- 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

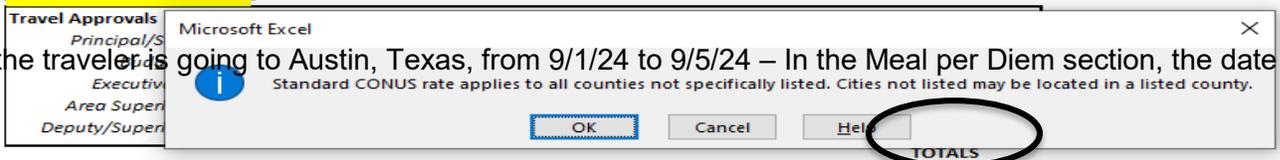
Name of Traveler Employee	Employee ID 1234567	SS# (Last 4) 0	Leave Date 9/1/2024	Return Date 9/5/2024
Title of Traveler FWISD	School/Department FWISD		Name of Conference FWISD	
City of Travel Austin	State of Travel TX	Name of Person Filling out Form	Phone #	

- 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 meal 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 #	

- If the traveler is going to Austin, Texas, from 9/1/24 to 9/5/24 – In the Meal per Diem section, the date



range and the M&IE Rate will auto-populate - in this case, \$64.00.

Meal per Diem Rate - GSA website/GSA Rates tab							Remove?	\$ 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.								
Date							\$\$\$ Allowed	
9/1	Breakfast		Lunch		Dinner		\$ 48.00	
9/2	Breakfast		Lunch		Dinner		\$ 64.00	
9/3	Breakfast		Lunch		Dinner		\$ 64.00	
9/4	Breakfast		Lunch		Dinner		\$ 64.00	
9/5	Breakfast		Lunch		Dinner		\$ 48.00	
	Breakfast		Lunch		Dinner			
	Breakfast		Lunch		Dinner			
TOTAL								\$ 288.00
Budget								

7. 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							Remove?	\$ 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.								
Date							\$\$\$ Allowed	
9/1	Breakfast		Lunch		Dinner	x	\$ 24.00	
9/2	Breakfast		Lunch		Dinner		\$ 64.00	
9/3	Breakfast	x	Lunch		Dinner		\$ 51.20	
9/4	Breakfast		Lunch	x	Dinner		\$ 44.80	
9/5	Breakfast		Lunch		Dinner		\$ 48.00	
	Breakfast		Lunch		Dinner			
	Breakfast		Lunch		Dinner			
TOTAL								\$ 232.00
Budget								
ATM Fees		Must go on 199 Budget code						\$ 10.00
Budget		199						
Parking, Taxi (Uber/Lyft), Tolls		45% of Meal Total Above				Remove?		\$ 144.00
Budget								

8. The total will automatically go into the Totals column.

9. Fill in the Budget Code.

10. The ATM Fees is automatically calculated at \$10.00. A 199 budget MUST be provided for the ATM Fee.

11. 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 selecting the word Yes in the Remove? Box.