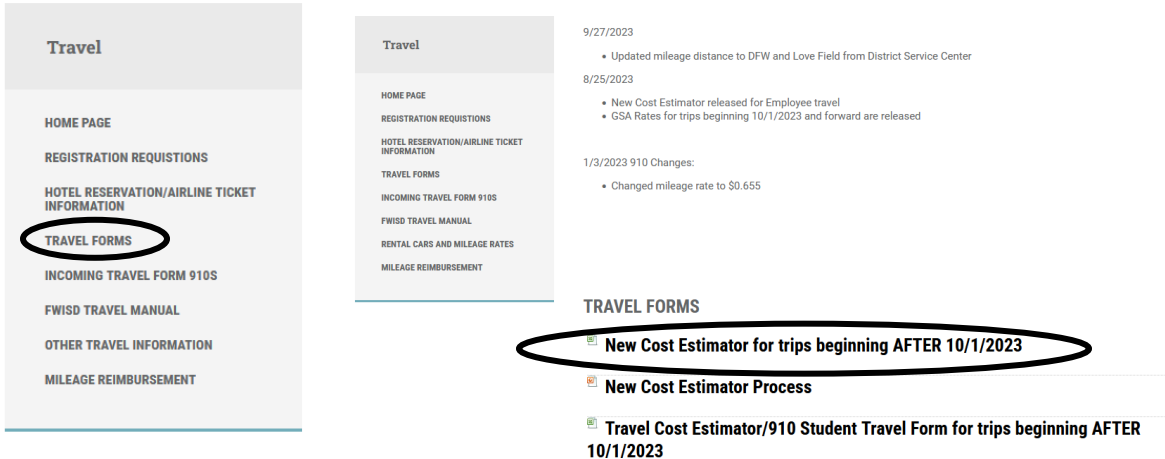


QUICK REFERENCE – COST ESTIMATOR 910 – HOTEL

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



Travel

- HOME PAGE
- REGISTRATION REQUISITIONS
- HOTEL RESERVATION/AIRLINE TICKET INFORMATION
- TRAVEL FORMS**
- INCOMING TRAVEL FORM 910S
- FWISD TRAVEL MANUAL
- OTHER TRAVEL INFORMATION
- MILEAGE REIMBURSEMENT

Travel

- HOME PAGE
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- INCOMING TRAVEL FORM 910S
- FWISD TRAVEL MANUAL
- RENTAL CARS AND MILEAGE RATES
- MILEAGE REIMBURSEMENT

9/27/2023

- Updated mileage distance to DFW and Love Field from District Service Center

8/25/2023

- New Cost Estimator released for Employee travel
- GSA Rates for trips beginning 10/1/2023 and forward are released

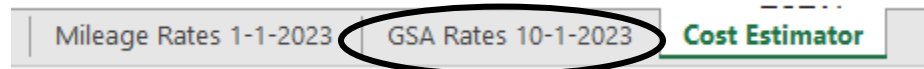
1/3/2023 910 Changes:

- Changed mileage rate to \$0.655

TRAVEL FORMS

- New Cost Estimator for trips beginning AFTER 10/1/2023**
- New Cost Estimator Process
- Travel Cost Estimator/910 Student Travel Form for trips beginning AFTER 10/1/2023

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

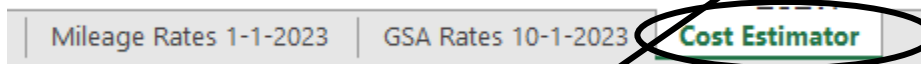


Mileage Rates 1-1-2023 | **GSA Rates 10-1-2023** | Cost Estimator

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.					
380	TX	Plano	Collin			\$ 107	\$ 59
381	TX	San Antonio	Bexar			\$ 143	\$ 64
382	TX	South Padre Island	Cameron	October 1	February 28	\$ 108	\$ 59

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.




Mileage Rates 1-1-2023 | GSA Rates 10-1-2023 | **Cost Estimator**

7. Enter the Lodging Rate in the GSA Hotel Rate

4	GSA Hotel Rate	\$ 143.00	Taxes calculated at 35%	\$ 579.15
6	Conference Hotel Rate	\$ 169.00	Taxes calculated at 35%	\$ 684.45
7	Hotel Budget			
9	Hotel Overage		Must go on 199 Budget code	\$ 105.30
0	Budget	199		

8. If the Conference Rate is higher than the GSA Rate – with conference hotel proof provided with the 910 – put the Conference Hotel Rate in the Conference Hotel Rate.

We found 36 hotels matching your search



AC Hotel San Antonio Riverwalk [📍](#)
111 Soledad Street, San Antonio, TX 78205, UNITED STATES
0.4 Mile(s) from Henry B. Gonzalez Convention Center

**** TMEA Guests receive: free internet, free continental breakfast, \$10.00 Discount for Valet Parking ****
WELCOME TO AC HOTEL SAN ANTONIO RIVERWALK

Submerge in an elevated stay at our Riverwalk hotel

AC Marriott San Antonio Riverwalk, is the first of its kind for our city. Nestled in downtown across the street from Main Plaza, the AC brand celebrates the beauty of classic modern designs born of its Spanish roots and European soul. Our building is 20 stories high, offering 4,000 sq. ft of function space, and our roof top bar One Watson on the 13th floor, overlooking the river. With 181 rooms, each offering amazing views, it's a great retreat for simplistic luxury. Our hotel caters to the creative, well-traveled, entrepreneurial spirits, who are constantly on the go, and appreciate a well-designed hotel that

[Show more](#)

Feb						
Mon	Tue	Wed	Thu	Fri	Sat	
5	6	7	8	9	10	

USD 169.00
Average nightly rate
+Taxes & Fees [📄](#)

Select

- In this case, the conference rate is \$169.00.
 - The form will calculate the hotel overage automatically.
 - If conference proof is not provided, the traveler will owe for the hotel overage – in this case \$105.30.
9. Provide a 199 budget for the hotel overage.
 10. If the conference rate is LESS than the GSA rate, only include the conference rate.

