



Travel Expense Reimbursement



In order to validate your request for processing, you must complete the following:

- Print out this page by clicking the print button above. Take this Cover Page (page has barcode) and supporting documentation, ie. itemized hotel receipts, parking receipts and itemized meal receipts (if required) to your BookKeeper/Secretary.
- BookKeeper/Secretary using the print out page as cover sheet, FAX the support document to **805-1280** to electronically attach the backup to travel reimbursement request.
- BookKeeper/Secretary should retain this cover page and supporting documents in file for audit purpose.
- PLEASE MAKE SURE THIS PAGE IS THE FIRST PAGE WHEN YOU SEND THE FAX AND NO other barcodes appear on your supporting documents as this could interfere with this fax cover's barcode. If your documents contain barcodes, you can black them out with a black marker, or use liquid paper or cover them with any other material.

Failure to complete these steps will cause your request to be cancelled. If you have any questions, please email them to jvilla5@neisd.net at the Accounting Department.



056200031005

Travel Reimbursement ID 31005 (Roberto Lozano-408 Travel ID: 81659) Input by: Andrea Smith

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
03/30/2017	\$0.00	\$15.56	0	\$0.00	\$0.00	Lodging paid by CAF check.	\$15.56
03/31/2017	\$0.00	\$13.51	0	\$0.00	\$0.00	Lodging paid by CAF check.	\$13.51
04/01/2017	\$0.00	\$36.00	0	\$0.00	\$0.00	Lodging paid by CAF check.	\$36.00
04/02/2017	\$0.00	\$36.00	0	\$0.00	\$110.00	Gas is for rental car and parking at airport.	\$146.00
Total:	\$0.00	\$101.07	0	\$0.00	\$110.00		\$211.07

Total Expense: \$211.07
Less Advance: \$0.00
Due NEISD/DUE Undersigned: \$211.07

Account Code Information:

Account Code	Amount
	Total: \$0.00

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R. Lozano 81659

TAQUERIA GORIBALDI
5299 N. ALZEM RD
SAN ANTONIO, TX 78218
(210) 562-3301

Sale

Merchant ID: 542928806/93949
Term ID: 100393822
March 30, 2017 08:04 AM
Batch#: 001 Inv #: 000011
MasterCard Entry Method: C
XXXXXXXXXX3505
Seq #: 0011 App Code: 000009

Amount: \$ 7.79

Tip:

Total:

APPROVED

Master Card
ATP: A00000000041010
TSI: 6000
IVR: 8000000000

Customer Copy

THANK YOU!

TRANSACTION
ENCRYPTED BY
WORLD PAY
REFER
17033

TAQUERIA EL CRUCERO
2505 ROBINSON DR
WACO TX 76706
254-662-3354

Merchant ID: 2305
Term #: 0101

Store #: 4327
Ref #: 0011

Sale

XXXXXXXXXXXX3505

MASTERCARD

Entry Method: Chip

Amount:\$ 6.18

Tip:

Total:

04/01/17

08:45:34

Inv #: 000011

Appr Code: 004617

Transaction ID: 0401MDSNP605A

Apprvd: Online

Batch#: 000129

MasterCard

ATP: A00000000041010
TSI: 6000

BUC-EE'S
4155 North General Bruce Dr (I-35)

Temple TX

TRU SLCD SSG BBQ SAND \$5.49
440Z FOUNTAIN \$1.69

Sub Total \$7.18

Tax \$0.59

Total \$7.77

Master Card: \$7.77

Change \$0.00

Master Card

Card Num : (S) XXXXXXXXXXXXX3505

Terminal : 800000075517101

Approval : 165516

(979)-238-6390

POS: 32 Cashier: Team Lead
3/30/2017 16:54:38 TRAN:37622

TWISTED ROOT BURGER CO. - WACO
Date: 3/31/2017 Time: 8:11:32 PM

***** Customer Copy *****

1	Hamburger	5.99
	Add Cheddar	0.75
	Add Jalapeno	0.75
	Add Sauteed Onions	0.75
	Straight Fries	1.99
1	Drink	2.25

SUB TOTAL 12.48
Sales Tax 1.03

TOTAL: 13.51

Happy Hour M-F 2:34-6:34pm
50 Cent used to be a dollar

before he saw Chuck Norris

Receipt Types:
Master Card

0.00



WHATABURGER

Restaurant 454
1101 N. Vally Mills Dr.
Waco, TX 76710
(254) 772-5822

General Manager - Charles Mitchell
1-800-6Burger

4/1/2017 12:48:42 PM
Order 374162 Cashier: Marisol G

1 **LANE A**	0.00
1 #2 ML-DOUBLE MEAT WB	7.14
LARGE CHEESE	0.50
LARGE CHEESE	0.50
SLICED JALAPENOS	0.50
SUB MAYO	0.00
*****	0.00
FRIES	0.00
MD COKE ZERO	0.00
-----	0.00

SubTotal	8.64
Tax	0.71
Total	9.35

Master Card	9.35
Acct:XXXXXXXX3505	

Approval:124924

Torchy's Tacos

Waco #23
801 S. 5th Street
Waco, TX 76706
254-732-1445

Cntr 101 04/02/17-A 8:06am
Guests 1 TORCHY 1313 Table (DINE-IN)
FOR HERE

3..**FOR HERE**	
1..#2 BREAKFAST TACO	3.00
BACON \$	
1..#2 BREAKFAST TACO	3.00
BACON \$	
1..WATER	

Items	6.00
Food Tax	.50
Subtotal	6.50

Teriyaki Park
220 South 2nd ST.
Waco, TX 76701
(254) 714-1416

Server: Shade Station: 1

Order #: 115208 Dine In

Table: 8

>> SETTLED <<

1 Ramen Combo-Cali Roll	9.29
Egg	
1 Mango Tea	3.49
Regular/16oz	
Add Tapioca	
1 T Com Ch/Shrimp / F	10.99
1 Spring R Sh(3pcs)	5.99
1 Soda (R)	1.59

Bar Subtotal:	0.00
Food Subtotal:	31.35
Tax 1:	2.59

TOTAL: \$33.94

Visa tendered: 33.94

CHANGE: 0.00

>> Ticket #: 118 <<

Created: 4/1/2017 7:36:37 PM

SETTLED: 4/1/2017 7:38:06 PM



801 S Kultgen Expressway
Waco, TX 76706
254-759-8860

41 Fredy

Chk 7416 ROBERTS Gst 1
Apr02'17 11:38AM

Take Out

1 CANIAC COMBO	11.55
NSL XF	
LG FOUNTAIN DRNK	
XXXXXXXXXXXX3505	
MasterCard	12.50

Subtotal	11.55
TAX	0.95
Payment	12.50



812 South 6th Street
Waco, TX
254-296-0380

42

Host: Cashier 4	04/02/2017
42	7:11 PM
	40113
King Club	8.99
Bowl of Soup Side	3.75
Bread Bowl	1.00
Tea	0.00
Unsweet Tea	1.99
Subtotal	15.73
Tax	1.30
Dine-In Total	17.03
M/C	17.03
Authorizing...	
Balance Due	17.03

Get McAlister's Famous
Sweet Tea by the Gallon!
catering@thesaxtongroup.com
OR
thesaxtongroup.com/catering

WELCOME

TP48644421-001
CORNER STORE 1055
4801 WALZEM RD
SAN ANTONIO TX 7821

DATE 04/02/17
TIME 11:10 PM
AUTH# 645813
PIN USED

DEBIT

PUMP	PRODUCT	PPG
11	UNLD	\$2.059

GALLONS	FUEL TOTAL
26.710	\$55.00

THANK YOU
HAVE A NICE DAY

INSERT
THIS END UP

SAN ANTONIO
INTL. AIRPORT
RECEIPT A44
ENTRY TIME:
03/29/17 15:49
EXIT TIME:
04/02/17 23:48
PARK-DUR.: D:HRS:M
4:07:59

AMOUNT: \$ 55.00

KIND OF PAYMENT:
MASTERCARD

XXXXXXXXXXXX3505

THANK YOU FOR YOUR
SALE