



# 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 **210-805-1280** (INCLUDE AREA CODE) 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](mailto:jvilla5@neisd.net) at the Accounting Department.



056200035632

**Travel Reimbursement ID 35632 (Maria Gentry-408 Travel ID: 110709) Input by: Sonya Montano**

**Itemized Expenses:**

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
04/24/2019	\$0.00	\$33.55	0	\$0.00	\$0.00	Lodging paid for with PCard: meal receipt attached	\$33.55
04/25/2019	\$0.00	\$88.06	0	\$0.00	\$0.00	Lodging paid for with PCard: meal receipts attached. Gentry also put Lozano and Saldana's meals on her card for simplicity	\$88.06
04/26/2019	\$0.00	\$33.63	0	\$0.00	\$0.00	Lodging paid for with PCard: meal receipts attached	\$33.63
Total:	\$0.00	\$155.24	0	\$0.00	\$0.00		\$155.24

Total Expense: \$155.24  
Less Advance: \$0.00  
Due NEISD/DUE Undersigned: \$155.24

**Account Code Information:**

Account Code	Amount
	Total: \$0.00

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4-24-19 - Dinner



DEL FRISCO'S #8602  
812 Main St.  
Ft Worth, TX 76102

1035 Lon T

Tbl 52/1 Chk 1878 Gst 0  
Apr24'19 09:38PM

**Dine In**

1 Lobster Bisque	14.50 ✓
1 Caesar Salad	11.50
1 Lemon Cake	12.50 ✓
2 Iced Tea	8.00 ✓

SUBTOTAL 46.50

TAX 3.84

10:03PM TOTAL DUE **50.34**

THANK YOU FOR VISITING  
WE LOVE TO HEAR FROM OUR GUESTS  
Please tell us about your  
dining experience by going to  
[www.delfriscosfeedback.com](http://www.delfriscosfeedback.com)

DEL FRISCO'S #8602  
812 Main St.  
Ft Worth, TX 76102

Date: Apr24'19 10:05PM  
Card Type: MASTERCARD  
Acct #: XXXXXXXXXXXX4649  
Card Entry: SWIPED  
Trans Type: PURCHASE  
Trans Key: III009164478197  
Auth Code: 726658  
Check: 1878  
Table: 52/1  
Server: 1035 Lon T

Subtotal: **50.34**

TIP

8.00

TOTAL

**58.34**

SIGNATURE

I AGREE TO PAY THE ABOVE TOTAL  
ACCORDING TO MY CARD ISSUER  
AGREEMENT!

#33.55 - Gentry

4-25-19

THE CHEESECAKE FACTORY  
FORT WORTH

0460

Server: EMILY C  
04/25/19 21:17

Rec:223  
T: 202 Term: 4

The Cheesecake Factory  
455 Commerce Street  
Fort Worth, TX 76102  
(817)348-0810

0460 TABLE 202 #Party 3  
EMILY C Svrck: 24 19:59 04/25/19  
BAR DINING

2 Iced Black Tea	7.00	✓
1 Cheeseburger Spring Rolls	6.95	✓
1 Chargrilled NewYork Steak	21.95	✓
1 Chicken Littles,	5.00	✓
sub grilled asparagus	17.45	✓
1 Tomato Basil Pasta	15.95	

Sub Total: 69.30  
Tax: 5.72

04/25 21:09 TOTAL: 75.02

Gratuity Not Included  
Suggested Gratuity:

22%	16.50
20%	15.00
18%	13.50
15%	11.25

We'd love to hear about your visit!

[www.ccfssurvey.com](http://www.ccfssurvey.com)

Enter this code within 5 days:

4196-50001-28044

Join us for Brunch, Sat/Sun 10-2

For to-go orders, please visit  
[order.thecheesecakefactory.com](http://order.thecheesecakefactory.com)

=====

MERCH ID: 372460800884 : 4  
PURCHASE USD\$75.02  
\*\*\*\*\*4649 MC  
4/25/2019 9:17 PM  
AUTH: 40339B Approved 000  
ENTRY: CHIP READ  
MasterCard - A0000000041010  
TC - FD017C151FD761CD  
Mode: Issuer  
TVR: 0000008000  
IAD: 0110607003220000673C00000000000000FF  
TSI: E800  
ARC: 00  
=====

CHECK: 75.02

Gratuity Not Included  
Suggested Gratuity:

22%	16.50
20%	15.00
18%	13.50
15%	11.25

TIP:

TOTAL:

15.00

90.02

--PLEASE LEAVE SIGNED COPY FOR SERVER!--

We'd love to hear about your visit!

[www.ccfssurvey.com](http://www.ccfssurvey.com)

Enter this code within 5 days:

4196-50001-28044

Guest Copy

Dinner for Gentry  
1/2 LOZANO (Travel ID 110730)  
\$57.75

same

4-26-19

Lunch Thursday

CAST IRON  
OMNI FORT WORTH HOTEL  
(817) 350-4106

2015 Jose

1

TBL 22/1 CHK 5195 GST 2  
APR25'19 1:04PM

# XXXXXXXXXXXXX4649  
MasterCard 204508  
Auth 43.30

1 CI CLUB 12.00 ✓  
1 CI BURGER 16.00 ✓  
1 FAJITA NACHOS 12.00

FOOD SALES 40.00  
TAX 3.30  
TOTAL \$43.30

GRATUITY

8.00

TOTAL 51.30

NAME (PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ROOM NUMBER \_\_\_\_\_

TABLE# 22/1  
SERVER 2015/Jose  
CHECK# 5195

2019/04/25 12:47:40

\*\*\*\*\*Authorize\*\*\*\*\*

MERC ID:0010600008030723715601

REF No: 425184740 CHIP

CT No: \*\*\*\*\*4649

EXP: XX/XX

CARD: MASTERCARD

CheckNo:5195

TableNo:22/1

APPROVAL CODE: 204508

Subtotal: \$43.30

Tip: \_\_\_\_\_

Total: \_\_\_\_\_

X

SIGNATURE  
MERCHANT COPY

← Same

Lunch for Gentry, Saldana (Travel ID 110724)  
\$30.31

*Lunch  
Gentry*

WHISKEY & RYE  
OMNI FORT WORTH HOTEL  
FORT WORTH, TX

2282 ALEXA

CHK 4193 115 GST 1  
APR26'19 2:34PM

# XXXXXXXXXXXX4649  
MasterCard 81705B  
Auth 15.70

1 TRKY-STHRN CLUB 12.00  
1 \*ICED TEA 2.50

FOOD SALES 14.50  
TAX 1.20  
TOTAL \$15.70

GRATUITY 2.00TOTAL 21.70

NAME (PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ROOM NUMBER \_\_\_\_\_

\*\*NOT A CREDIT CARD RECEIPT\*\*  
All Associate Boots Provided By  
Leddys Ranch

Sonic America's Drive-In

108 N. Nichols Street  
Fort Worth, TX 76102  
817-509-0398

303 Clay

CHK 491 Apr26'19 11:52PM

Tray: 2

Drive Thru

\*\*\*\* Ind 1 \*\*\*\*

1 Combo 7.39

Chz Burger

No Tom

Add Must

Med Tots

Med Stw Frt Sl

1 BBLT 3.79

1 Lg Tots 2.49

1 Med Stw Frt Sl 2.69

Add WtrmIn 0.20

Tax 1.37 Total Due: 17.93

\*\*\*\*\* All \*\*\*\*\*

Subtotal: 16.56

Tax 1.37

11:54PM Total Due: 17.93

You Saved... 1.28

How was your visit?

Comments or Concerns? Ask for a

Manager on Duty or visit us at

www.sonicdrivein.com/contact or

866-OK-SONIC 8am-Midnight CT

4-26-19

*-Dinner*

**CHK 491**

Change: \$0.07

*33.63*



# ENGINEERING & TECHNOLOGIES ACADEMY

## ROOSEVELT HIGH SCHOOL

5110 WALZEM ROAD SAN ANTONIO, TEXAS 78218

(210) 356-2317 FAX (210) 650-1227

April 1, 2019

Dear Parents,

Congratulations! We are pleased to announce that your child has recently placed at the Technology Student Association's Regional Competition and is now qualified for onsite State Competition. It is a tremendous honor for your child to have achieved this level of competition we encourage your child to go the extra step. This year the State Competition will be held April 25 - April 27<sup>th</sup> in Fort Worth, Texas.

Our schedule will be as follows:

*Depart Roosevelt:* Wednesday afternoon April 24<sup>th</sup> noon.

*Return to Roosevelt:* Saturday April 27<sup>th</sup> around 9:00 p.m.

Transportation:	CTE Van & Charter Bus	
Hotel:	Hampton Inn & Suites	(844) 275-8510
Competition:	Fort Worth Convention Center	
Contact Info:	Robert Lozano	(210) 365-2564
	Grizelda Gentry	(210) 289-7421
	Mr. Rick Saldana	(210) 827-3195
	Ms. Patty Garza	(210) 218-4024

Thursday, April 25, 2019	9:00 a.m. - 10:00 p.m.	Registration Pick-up National Qualifying Competition Unique Texas Competitions 1 <sup>st</sup> General Session Meeting
Friday, April 26, 2019	9:00 a.m. - 10:00 p.m.	Onsite Competitions & Interviews 2 <sup>nd</sup> General Session Meeting
Saturday, April 27, 2019	9:00 a.m. - 2:00 p.m.	Third General Session Meeting and Awards Pick up projects