



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.



056200027496

Travel Reimbursement ID 27496 (Maria Gentry-004 Travel ID: 56391) Input by: Maria Gentry

Itemized Expenses:

| Date | Lodging | Meals | Miles | @ Current Rate | Other | Description | Total |
|---------------|---------------|---------------|----------|----------------|-----------------|--------------|-----------------|
| 10/08/2015 | \$0.00 | \$0.00 | 0 | \$0.00 | \$100.00 | Registration | \$100.00 |
| Total: | \$0.00 | \$0.00 | 0 | \$0.00 | \$100.00 | | \$100.00 |

Total Expense: \$100.00
 Less Advance: \$0.00
 Due NEISD/DUE Undersigned: \$100.00

Account Code Information:

| Account Code | Amount |
|--------------|---------------|
| | Total: \$0.00 |

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Bustamante, Cynthia A

Subject: FW: Transaction Receipt from EDUCATION SERVICE CENTER REGION 20 INTERNET for 100.00 (USD)

From: Auto-Receipt <noreply@mail.authorize.net>

Sent: Tuesday, October 06, 2015 10:43 AM

To: Gentry, Maria

Subject: Transaction Receipt from EDUCATION SERVICE CENTER REGION 20 INTERNET for 100.00 (USD)

Order Information

Description: Practicum, Career Prep and Work-Based Learning Teacher
Training Workshop 10/8/15

Invoice C15744453
Number:

Billing Information
Maria Grizelda Gentry

Shipping Information

mgentr@neisd.net

Total: 100.00 (USD)

Payment Information

Date/Time: 6-Oct-2015 10:43:03 CDT
Transaction ID: 7590095992
Payment Visa xxxx2732
Method:
Transaction Purchase
Type:
Auth Code: 963787

Merchant Contact Information

EDUCATION SERVICE CENTER REGION 20 INTERNET
SAN ANTONIO, TX 78208
US
registration@esc20.net