

FaxCover



# 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](mailto:jvilla5@neisd.net) at the Accounting Department.



036200030181

**Travel Reimbursement ID 30181 (Roberto Lozano-408 Travel ID: 80837) Input by: Andrea Smith**

## Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
12/01/2016	\$0.00	\$18.61	0	\$0.00	\$0.00	Lodging paid by SAF check.	\$18.61
12/02/2016	\$0.00	\$15.67	0	\$0.00	\$0.00	Lodging paid by SAF check	\$15.67
12/03/2016	\$0.00	\$7.08	0	\$0.00	\$45.01	Other charge is gas for rentals	\$52.09
Total:	\$0.00	\$41.36	0	\$0.00	\$45.01		\$86.37

Total Expense: \$86.37

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$86.37

## Account Code Information:

Account Code	Amount
	Total: \$0.00

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R. Lozano  
# 80837

Order Number: 096

BILL MILLER BAR B-Q #12  
(210)656-6262

Check No 068096/1

Tab 0011

Server 182

1	COMBO MEAL #02	6.50
	3 THIGHS	0.00
	SMALL FRIES	0.00
2	JALAPENOS	
	2 pc @ \$0.29/pc	0.58
	Food Sub-Total	7.08

UNSWEET TEA 0.00

Beverage Sub-Total 0.00

SUB TOTAL 7.08  
Sales Tax 0.58

TOTAL: 7.66

Thank You,  
MELISSA

11:35:02 AM

12/1/2016

FREE QT. REFILL,  
W/ PURCHASE OF A FULL PRICE QT. DRINK.  
DINE IN ONLY. AT TIME OF PURCHASE.  
\*\*MUST HAVE RECEIPT TO QUALIFY\*\*



Welcome

1	Kids Cheese burger	\$4.95
1	Kids Soda	\$0.00
1	1/2 Hamburger	\$5.99✓
1	Medium	\$0.00
1	Add Cheddar Cheese	\$0.75✓
1	No Topping	\$0.00
1	No Topping	\$0.00
1	Make It A Combo	\$3.00✓
1	Reg Wedge Cut Fr	\$0.00
1	Soda	\$0.00

Subtotal \$14.69  
8.25% Tax \$1.21  
Total Due \$15.90

Credit Card \$15.90

Payment Total \$15.90

Order type: Dine In  
Date: 12/1/2016 4:01:57 PM  
Clerk: Timothy  
Receipt No: 25927  
Order No: Buzzer # 36  
Covers: 2.0  
Terminal: 3652term21 (13543)

\* Indicates tax free item(s)

We Welcome Your Comments  
Call 1-800-886-4600

Your Opinion Matters!  
Take our quick survey and  
you will be entered into  
a monthly drawing to win a  
\$100 Fuddruckers Guest Card!  
(1 survey entry per visit)  
Go To: [www.fudds.me/652](http://www.fudds.me/652)



# JUT

BUY ONE GET ONE FREE QUARTER POUNDER  
W/CHEESE OR EGG McMUFFIN

Go to [www.mcdvoice.com](http://www.mcdvoice.com) within 7 days  
and tell us about your visit.

Validation Code: \_\_\_\_\_

Expires 30 days after receipt date.

Valid at participating US McDonald's.

Survey code:

05703-03541-20316-09167-00273-8

600 SIDNEY BAKER

KERRVILLE

TX

78028-4556

!!! THANK YOU !!!

TEL# 830 896 7644 Store# 5703

KS# 3 Dec.03'16 (Sat) 09:16

Side2 KVS Order 54

QTY	ITEM	TOTAL
1	Bac Egg Ch McGrdl MI	4.89
1	M-Prm Hot Chocolate	2.10
	<Drink Upcharge>	
1	Big Breakfast w/Htck	4.99
1	Hotcakes & Sausage	3.25
1	M Coke	1.29
1	Sau Egg McMuff MI-Hb	4.39
1	L Orange Juice Gc	1.49
	<Drink Upcharge>	
1	L Coke	1.49
1	Sausage Burrito	1.40
1	Hot Picante	

Subtotal 25.29  
Tax 2.09

Eat-In Total 27.38

Cashless 27.38  
Change 0.00

MER# 18058702  
CARD ISSUER ACCOUNT#  
Debit SALE \*\*\*\*\*3505  
TRANSACTION AMOUNT 27.38  
AUTHORIZATION CODE - 414564  
SEQ# 906873

McDonald's Restaurant



Mamacita's Restaurant  
215 Junction Hwy  
Kerrville, TX 78028  
Phone 830-895-2441  
[www.mamacitas.com](http://www.mamacitas.com)

113 Steve D

Tbl 53/1 Chk 1018 Gst 1  
Dec02'16 12:31PM

1. #1 LUNCH	12.49
Water	
1 SOFT DRINK	1.99
Subtotal	14.48
Tax	1.19
01:03PM Total	15.67
Tax Coll	1.19

NO CHECKS PLEASE

Please accept our warmest  
gracias for letting us serve you  
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[facebook.com/mamacitaskerrville](https://www.facebook.com/mamacitaskerrville)

Walmart #2769  
5626 Walzem Rd  
San Antonio, TX 78218

Pump# 01 Regular (11  
Gallons 23.702  
Price/Gal \$1.899  
Fuel Sale \$45.01

Debit \$45.01  
MC \*\*\*\*\*3505  
Auth: AA  
Apprvl: 224292  
Ref: 633800004942

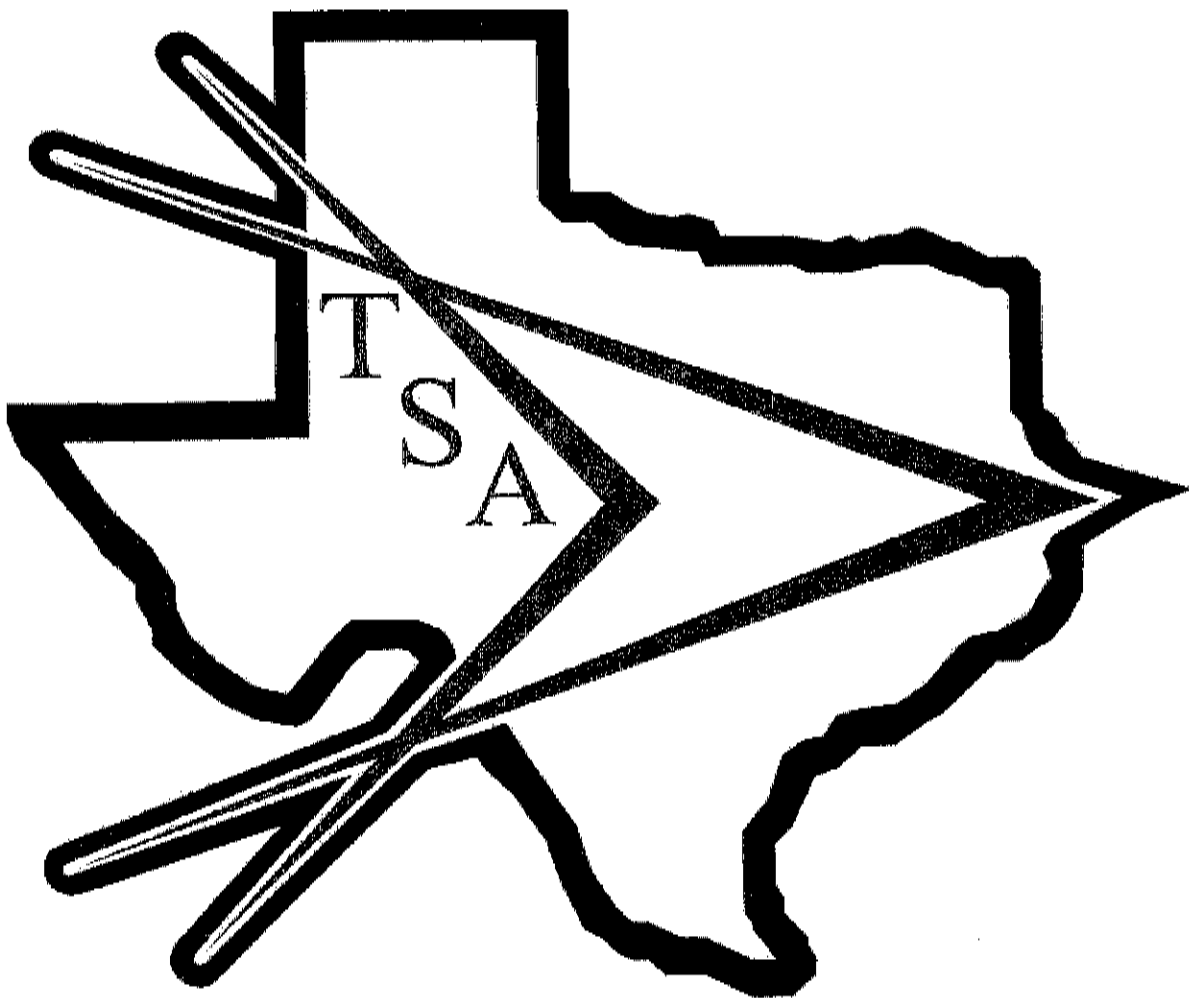
12/03/16 11:46AM

Earn 2% back on fuel  
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See WM/NHM Store

# **Texas TSA Statewide Leadership Conference**

**Texas Lions Camp Kerrville, Texas**

**December 1st, 2nd & 3rd, 2016**



### **Tenative Schedule of Events**

#### **Thursday, December 1, 2016**

1:00 PM: State Officers and Leadership team Arrive (Unless you have a state leadership team member please plan to arrive after 5:00 pm)

5:00 PM - 7:00 PM: Conference Registration T L C Dining Hall

5:00 PM - 7:00 PM: Dinner T L C Dining Hall (Dinner is a come and go event)

7:45 PM - 10:00 PM: First General Session Recreation Hall

10:15 PM - 10:30 PM: Advisor Meeting Recreation Hall

10:15 PM - 11:00 PM : Chapter Presidents Meeting T L C Dining Hall (if your chapter president is not present please send a representative)

11:00 PM - Must be in cabins

11:30 PM - Lights Out

#### **Friday, December 2, 2016**

7:00 AM - 8:00 AM: Presidents Breakfast T L C Lions Camp Main Office

7:30 AM - 8:30 AM: Breakfast Dining Hall (Breakfast is a come and go event and will not be served after 8:30)

8:40 AM - 9:20 AM: Second General Session Recreation Hall

9:25 AM - 10:05 AM: First Breakout Session (see registration program)

10:10 AM - 10:50 AM: Second Breakout Session (see registration program)

10:55 AM - 11:35 AM: Third Breakout Session (see registration program)

11:40 AM - 1:35 PM: Lunch Dining Hall

1:40 PM - 2:20 PM: Fourth Breakout Session (see registration program)

2:25 PM - 3:05 PM: Fifth Breakout Session (see registration program)

3:10 PM - 3:50 PM: Sixth Breakout Session (see registration program)

3:50 PM - 4:15 PM: Clean Up Dining Hall for Testing

4:20 PM - 5:20 PM: Lone Star/Texan Test Dining Hall

5:30 PM - 6:30 PM: Dinner Dining Hall

7:00 PM - 9:00 PM: Regatta Boat Race Lions Camp Pool

8:00 PM - 10:00 PM: Bingo Night ACS Fundraiser (Tell your students to bring cash to play bingo)

11:00 PM - Must be in cabins

11:30 PM - Lights Out

#### **Saturday, December 5, 2015**

7:30 AM - 8:30 AM: Breakfast Dining Hall (Breakfast is a come and go event and will not be served after 8:30)

9:00 AM - Completion: Third General Session

Departure at Close of Third General Session \*We ask that any schools that have a short drive please stay to help clean up.