



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.



056200028852

Travel Reimbursement ID 28852 (Christina Moreno-408 Travel ID: 78658) Input by: Christina Moreno

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
05/12/2016	\$0.00	\$18.10	0	\$0.00	\$0.00	meals	\$18.10
05/13/2016	\$0.00	\$32.00	0	\$0.00	\$30.00	meals and metro card	\$62.00
05/14/2016	\$0.00	\$18.01	0	\$0.00	\$0.00	meals	\$18.01
05/15/2016	\$0.00	\$19.66	0	\$0.00	\$0.00	meals	\$19.66
05/16/2016	\$0.00	\$23.08	0	\$0.00	\$0.00	meals	\$23.08
Total:	\$0.00	\$110.85	0	\$0.00	\$30.00		\$140.85

Total Expense: \$140.85
 Less Advance: \$0.00
 Due NEISD/DUE Undersigned: \$140.85

Account Code Information:

Account Code	Amount
	Total: \$0.00



Fuddrucker's # 7704
DOWNTOWN SILVERSPRING

ALEXANDRA

ORDER# 183

5580

5/12/2016 8:42:23 PM

GUESTS 1

Dine In

1 Trky Burger
+ Hozerella
+ Combo
W/ Reg fries
+ Fnt. Drink

SUBTOTAL: 14.48

Sales Tax: 0.87

Counter

TOTAL: 160000121 \$15.35

MasterCard (69601) 15.35

CLOSED 5/12/2016 9:13:02 PM

Restrooms: Passcode

Menu: 7704

Tables: 7705

W2 - Ft Passcode
burgers #13

Welcome to Dunkin' Donuts

Store #346246

5700 Airport Blvd Term A, Suite 174, San
5/12/2016 9:08:19 AM

Eat In

Order: 749

Regis Pr: 11

Cashier: Ronaldo O.

Tran Seq No: 1755749

Hot Choc MO Original

2.49

Sch. Total:

Tax:

Total:

Discount (total):

\$2.49

\$0.21

\$2.70

\$0.00

Change

Cash

\$0.05

Order

SHAKE SHACK

800 F Street NW

Host: Cecilia
506 ALEXANDER

05/15/2016
7:33 PM

40211

Chicken Shack (2 @6.29)

12.58

french fries

2.99

SM Soda

2.30

SM Sprite

Subtotal

17.87

Tax

1.79

To Stay Total 19.66

MasterCard #XXXXXXXXXX6503

19.66

Auth:098982

Need more Shack in your life?
Join our mailing list at
shakeshack.com/newsletter

--- Check Closed ---



SmartTrip® Card with \$28 Stored Value
SKU: 130271000199



1x
Total* for this purchase:
Total \$30.00
May 13, 2016 Time: 06:30am
Cash: 30.00
Amount Due 0.00

Longhorn 5366
505 Fletcher Drive
Warrenton, VA 20186

Table 76 Check #: 51654
Nicole Y
09:32:46 05/14/2016 Gst 1

Guest No. 3
1 Tea Unsweet 2.99
1 Grilled Chicken D 13.49

Subtotal 16.48
Sales Tax 1.53

21:32:45 05/14/2016
Total 18.01

Cash 20.01

Amount Due 0.00
Change 2.00

Dine In

Explore Longhorns bold NEW website!
Latest news, menu and more at:
www.longhornsteakhouse.com!

* * * * *
Michael Moore
Managing Partner
(540) 341-0392



**** REPRINT ****

PIZZA HUT
DINE_IN

Ticket # 0182

ENTERED BY
RASHAE
023518
TABLE # 01
05/13/16 09:34PM

01 1 Large 13.74
Hand toss

Half A:
Weg Lowr

-4 Far 1cBB

Half B:

Cheese

Pepperoni

-4 Far 1cBB

Family

Tus Chkn

Medium

Sft Drink

Subtotal 32.71
SALES TAX 3.27
Balance Due 35.98

11.99

Gratuity Not Included

In The Delivery Charge

32.00

CHANCE TO WIN! FLIP OVER FOR A CHANCE TO WIN!

Receipt No.: 25296	
Date: 5/13/16 Gyro Truck	
Description: #1 SP	Amount 11.00
Lunch Special Thank You!	SUBTOTAL 11.00
	DISCOUNT(S)
	TAX
	TOTAL 11.00
Truck Number# DC457-25811	Received by: Monica