

FaxCover

Page 1 of 1



# 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.



056200031660

**Travel Reimbursement ID 31660 (Christina Moreno-408 Travel ID: 82809) Input by: Andrea Smith**

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
06/20/2017	\$0.00	\$8.62	0	\$0.00	\$20.00	Lodging prepaid by AMEX. Parking for taking students to Universal Studios.	\$28.62
06/21/2017	\$0.00	\$18.88	0	\$0.00	\$0.00	Lodging prepaid by AMEX.	\$18.88
06/22/2017	\$0.00	\$63.80	0	\$0.00	\$0.00	Lodging prepaid by AMEX.	\$63.80
06/23/2017	\$0.00	\$70.58	0	\$0.00	\$0.00	Lodging prepaid by AMEX.	\$70.58
06/24/2017	\$0.00	\$35.94	0	\$0.00	\$0.00	Lodging prepaid by AMEX.	\$35.94
06/25/2017	\$0.00	\$31.67	0	\$0.00	\$0.00	Lodging prepaid by AMEX.	\$31.67
Total:	\$0.00	\$229.49	0	\$0.00	\$20.00		\$249.49

Total Expense: \$249.49

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$249.49

Account Code Information:

Account Code	Amount
	Total: \$0.00

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06/20/17

UNIVERSAL ORLANDO  
RESORT1000 Universal Studios Plaza  
Orlando, FL 32819-7610  
www.universalorlando.com  
(407) 353-8000

06/20/17 13:47

\*\*\*\*\*

\* REGULAR \*

\*\*\*\*\*

T#: 515084 S#: 5918275 U#: 3068082|9922  
N#: 56 VID#: 9999901096005918275QTY ITEM  
AMOUNT

PARKING REG 18.77

SUBTOTAL	18.77
TAX	1.23
TOTAL	20.00
CASH	20.00
CHANGE	0.00

06/20/17

PLEASE LOCK  
YOUR VEHICLE\*\* VALID FOR SAME DAY RE-ENTRY \*\*  
\*\* NO REFUNDS DUE TO INCLEMENT WEATHER \*\*

419

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:

06660-04190-62017-22307-00086-2

9814 INTERNATIONAL DR

ORLANDO

FL

THANK YOU

06660-04190-62017-22307-00086-2

KS# 4 Jun.20'17 (Tue) 22:30

Side1 KVS Order 19

QTY ITEM	TOTAL
1 10 McNuggets MI-Lrg	8.09
2 BBQ Sauce	
1 L Coke	

Subtotal	8.09
Tax	0.53

Eat-In Total	8.62
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Cash Tendered	20.00
Change	11.38

APPLY AT:

<https://restaurantjobs.mcdonalds.com/>

## Icbiban Buffet

5529 International Dr., Orlando, FL 32819  
Tel:(407)930-8889 Fax:(407)985-3939

### Buffet

#### SPLIT CHECK 2

06/21/17 07:53 PM C&E 225

Server: Ben Guest 3

Adult Dinner 11.99

Sierra Mist 1.99

Subtotal: 13.98

Tax: 0.91

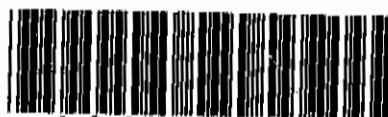
Total: 14.89

#### TIF NOT INCLUDED

\*\*\*\*\*

Reminding: We are not able to  
revise any discount after credit  
card payment processed.

THANK YOU!



\* 1 9 5 3 4 5 4 - 2 \*

## Walgreens

#12424 9650 UNIVERSAL BLVD  
ORLANDO, FL 32819  
407-956-8453

201 5633 0021 06/21/2017 9:02 AM

DASANI 16.90Z 24PK 3.99 SALE  
04900003165  
REGULAR PRICE 5.99  
REWARDS SAVINGS 2.00  
RETURN VALUE 3.99

TOTAL 3.99  
CASH 1.00  
CHANGE 1.91

BALANCE REWARDS SAVINGS 2.00

THANK YOU FOR SHOPPING AT WALGREENS

GET MORE WITH BALANCE REWARDS.  
REDEEM POINTS FOR SOMETHING EXTRA  
IN A FUTURE PURCHASE. RESTRICTIONS  
APPLY. FOR TERMS AND CONDITIONS,  
VISIT [WALGREENS.COM/BALANCE](http://WALGREENS.COM/BALANCE).

RFN# 1242-4215-6339-1706-2103



\*\*\*\*\*



Welcome to Shingle Creek

6/22/2017 8:31

=====

Check: 74104726

Cashier: Kenya

=====

Regular Check

1 Hot Choc Venti	5.00
1 Xtra Shot	1.00
2 Muffin	7.00
@ 3.50	

Subtotal	13.00
Tax	0.85
Total	13.85

Master Card 13.85

XXXXXXXXXXXX0766

MORENO /CHRISTINA A

GRAND TOTAL 13.85

=====

T741 C189 6/22/2017 08:33

=====

Thank you for dining with us.  
Please come again.

BOSTON LOBSTER FEAST  
8731 International Drive  
Orlando, FL 32819  
(407) 248-8606

6 BARB

Tbl 104/6 Chk 2073 Gst 0  
Jun22'17 07:39PM

1 Feast	49.95
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Subtotal	49.95
----------	-------

Tax	3.25
-----	------

09:15PM Total	53.20
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If You Enjoyed Your Food  
And Service  
Please Visit TripAdvisor, Yelp,  
or ThatsBiz.com/839.  
Gratuity Included for parties  
of 7 or More



Welcome to Shingle Creek

6/23/2017 8:38

=====

Check: 74064381

Cashier: Zoila

=====

OFFLINE

Regular Check

<del>1 Hot Choc Venti</del>	<del>5.00</del>
1 Xtra Shot	1.00
1 Bread Pastry	3.50
1 Mocha Grande	4.90
1 Muffin	3.50

Subtotal	17.95
Tax	1.17
Total	19.12

Master Card 19.12

XXXXXXXXXXXX0766

MORENO /CHRISTINA A

GRAND TOTAL 19.12

=====

T740 C137 6/23/2017 08:39

=====

Thank you for dining with us.  
Please come again.

6/23/17

EL POTRO  
MEXICAN RESTAURANT  
4686 S. Kirkman Rd. Orlando FL 32811

Tel: 407-791-0895

16.00	*
2.75	*
1.99	*
21.75	*
6.50	*
1.41	*
23.14	*

# CARRABBA'S

## ITALIAN GRILL

International Drive Orlando, FL  
(407) 351-5494

0263a-1 Table 44 #Party 1  
DANIEL F SyrCk: 9 9:00p 06/23/17

Shrimp & Scallop Linguine 18.29  
Cold Beverage, sweet iced tea 2.99

\*\*\*\*\*

Sub Total: 21.28  
TAX : 1.39  
06/23 9:49p TOTAL: 22.67

Join Dine Rewards & get up to  
\$10 off your next visit!  
Go to [www.DINE-REWARDS.COM](http://www.DINE-REWARDS.COM)  
today for full program details

*Smoothie*  
**Java**  
COFFEE BAR

Welcome to Shingle Creek

6/23/2017 14:25

Check: 74064616  
Cashier: Carolina

### Regular Check

1 Mocha Frapp Vent 6.29  
1 Smart Water 1 LT 3.79

Subtotal 10.00  
Tax 0.65  
Total 10.65

Master Card 10.65  
XXXXXXXXXXXX0766  
MORENO /CHRISTINA A

GRAND TOTAL 10.65

Dine In

Denny's Restaurant #1796  
9680 INTERNATIONAL DR  
ORLANDO, FL 32819  
(407) 351-5127

6/24/2017 11:18:14 AM  
Order: 105164 Server: Shawnda S  
Table: 52 Guests: 0

Sprite 2.29  
Lumberjack Slam 10.99  
Tap Water 0.00  
Lumberjack Slam 10.99  
SubTotal 24.27  
Tax 1.59  
Gratuity 5.17

Total 31.03

13.28 Master Card 31.03  
Acct:XXXXXXXX0766

**UNIVERSAL**  
ORLANDO RESORT

Three Broomsticks-134  
Islands of Adventure  
[www.universalorlando.com](http://www.universalorlando.com)

OPERATOR: Summer S. 4661  
CHECK NUMBER: 2-245

Garden Salad 3.99  
Refill Lemonade 1.29  
Chicken/Rib Combo 15.99  
Roasted Potatoes

SUBTOTAL 21.27  
TAX 1.39  
AMOUNT DUE 22.66

VF MASTER CARD 22.66  
ACCOUNT NUMBER XXXXXXXXXX0766  
EXP : 20/04 APP CODE :  
BATCH NO : TRACE NO : 604255  
REF NO : 1706240134000202450133  
CHANGE 0.00  
Items Sold: 4

\*\*\*\*\*

6/24/2017 17:26 0134 002 0245 Summer S

# OUTBACK

## STEAKHOUSE

0002-1 Table 34 #Party 1  
 DELIA M SvrCk: 4 11:59a 06/25/17

1 COLD BEVERAGE 2.99  
 1 10 RIBEYE 20.99

\*\*\*\*\*

Sub Total: 23.98  
 TAX : 1.56  
 06/25 12:49p **TOTAL: 25.54**

Tip Not Included  
 Tip Guide:

15% 3.83  
 18% 4.60  
 20% 5.11

Join Dine Rewards & get up to  
 \$10 off your next visit!  
 Go to [www.DINE-REWARDS.COM](http://www.DINE-REWARDS.COM)  
 today for full program details

OPERATED BY

**HMS**  
**HOST**

STARBUCKS COFFEE  
 ORLANDO INTERNATIONAL AIRPORT

334734 Jaylene

CHK 5389 GST 1  
 JUN25 '17 3:58PM

DINE IN

1 FRP DB CH CHP V 5.75

SUBTOTAL 5.75

TAX 0.38

AMOUNT PAID **6.13**

XXXXXXXXXXXX0765

MASTERCARD 6.13

--334734 Closed JUN25 3:58PM---

WE WANT TO HEAR YOUR FEEDBACK!  
 PLEASE CONTACT 1-877-672-7467  
 OR CUSTOMERSERVICE@HMSHOST.COM  
 TO SHARE YOUR EXPERIENCE

STOREID: MCOSTA04