



# 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 **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.



056200021798

**Travel Reimbursement ID 21798 (William Sturgis-004 Travel ID: 46767) Input by: William Sturgis**

**Itemized Expenses:**

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
04/11/2013	\$128.39	\$18.13	0	\$0.00	\$0.00	Travel to Waco for TSA State competition	\$146.52
04/12/2013	\$128.39	\$0.00	0	\$0.00	\$0.00		\$128.39
04/13/2013	\$0.00	\$8.56	0	\$0.00	\$147.13	Fuel for rental and return home to TR	\$155.69
Total:	\$256.78	\$26.69	0	\$0.00	\$147.13		\$430.60

Total Expense: \$430.60

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$430.60

**Account Code Information:**

Account Code	Amount
	Total: \$0.00

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Residence Inn by Marriott  
Waco

501 S University Parks Dr  
Waco, TX 76706

T 254.714.1386

W. Sturgis

Room: 111

Room Type: STKG

Number of Guests: 1

Rate: \$119.99

Clerk:

Arrive: 11Apr13

Time: 01:18PM

Depart: 13Apr13

Time:

Folio Number: 58883

Date	Description	Charges	Credits
11Apr13	Rm Chg STDO T1 Transient	119.99	
11Apr13	Occupancy Sales Tax	8.40	
12Apr13	Rm Chg STDO T1 Transient	119.99	
12Apr13	Occupancy Sales Tax	8.40	
13Apr13	Visa		256.78
	Card #: VXXXXXXXXXXXX4034/XXXX		
	Amount: 256.78 Auth: 09497C Signature on File		
	This card was electronically swiped on 11Apr13		
	Balance:	0.00	

Rewards Account # XXXXX7824. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

A \$250 recovery fee may be added if you smoke in the room. A \$100 fee may be added if you have a pet in the room.

As requested, a final copy of your bill will be emailed to you at:  
on Marriott.com.

See "Internet Privacy Statement"

THANK YOU-COME AGAIN  
TO VALERO  
CORNER STORE  
CornerStore4U.com

TP49645458-001 VALERO 1376  
901 S 5TH ST  
WACO TX 76

< DUPLICATE RECEIPT >

DATE 04/13/13  
TIME 3:36 PM  
AUTH# 533520

AMEX

PUMP PRODUCT PPG  
03 UNLD \$3.319

GALLONS FUEL TOTAL  
20.186 \$67.00

Diesel Fuel Contains  
Up To 5% Biodiesel  
Or Renewable Diesel-  
State Diesel Tax  
\$0.19 per gallon

ST# 1376 TILL XXXX DR# 0 TRAN#  
CSH: 0 04/13/13 15:37:01

**McALISTER'S**  
A SELLS

812 South 6th Street  
Waco, TX  
254-296-0380

7

Host: Cashier 3 04/13/2013  
7 2:48 PM  
30084

Turkey Melt 6.75  
Cookie 0.00  
Chocolate Chip 1.25

Subtotal 8.00  
Tax 0.56

Dine-In Total 8.56

CASH 10.00

Change 1.44

Fresh & Healthy Catering!  
Fruit Platters, Crisp Salads,  
Veggie & Gluten Free Choices,  
Soups and much more!  
catering@thesaxtongroup.com  
thesaxtongroup.com/catering

\*\*\*\*\* DUPLICATE \*\*\*\*\*

THANK YOU FOR CHOOSING MCDONALD'S  
HOW ARE WE DOING? 1-866-331-5235  
310 N. INTERSTATE 35  
ROUND ROCK

TX

78664

!!! THANK YOU !!!

TEL# 512-255-2451 Store# 6565

KS# 2

Apr.11'13 (Thu) 09:15

MFY SIDE 2 KVS Order 41

QTY ITEM	TOTAL
1 SAU EGG MCMUFFIN ML	3.99
1 MED COFFEE	0.29
<Drink Upcharge>	
1 SPLENDIA PACKET	0.00
Subtotal	4.28
Tax	0.35
Take-Out Total	4.63
Cash Tendered	20.00
Change	15.37

MCDONALD'S #6565

26180 Canyon Golf Rd.  
San Antonio, TX 78268

SHELL , 57545784308  
26180 CANYON GOLF ROAD  
SAN ANTONIO , TX  
78268

04/13/2013 07:40:02 PM 979556300

XXXX XXXXXX X1009 AMEX  
INVOICE 264929  
AUTH 560610

PUMP# 1	
REGULAR	16.2946
PRICE/GAL	3.389
FUEL TOTAL	\$ 62.00

Subtotal = \$ 62.00  
Tax = \$ 0.00  
Total = \$ 62.00

CREDIT

\$ 62.00



812 South 6th Street  
Waco, TX  
254-296-0380

26

Host: Cashier 4	04/11/2013
26	2:58 PM
	40052
SW Turkey Melt Sandwich	7.29
Subtotal	7.29
Tax	0.60
Dine-In Total	7.89
CASH	20.00
Change	12.11

Fresh & Healthy Catering!  
Fruit Platters, Crisp Salads,  
Veggie & Gluten Free Choices,  
Soups and much more!  
catering@thesaxtongroup.com  
thesaxtongroup.com/catering



WHATABURGER

Restaurant 140  
928 South 7th Street  
Waco, TX 76706  
(254) 753-0380

General Manager - Rivera Shimeath I  
1-800-6Burger

4/11/2013 10:16:57 PM  
Order 276940 Cashier: Maria R

1 WHATABURGER	2.99
*****	0.00
ADD MAYO	0.00
*****	0.00
1 CHOC SHAKE 160Z	2.19
SubTotal	5.18
Tax	0.43
Total	5.61
Cash	6.00
Change	0.39

\*\*\*\*\*

Table Tent # 84

Order 276940

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Dine In

Thank you for visiting!