

FaxCover

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# 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 jvlla5@neisd.net at the Accounting Department.



056200030867

**Travel Reimbursement ID 30867 (Christina Moreno-408 Travel ID: 0) Input by: Andrea Smith**

## Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
03/11/2017	\$0.00	\$0.00	482	\$257.87	\$0.00	Day trip to and from Houston, TX for Rocketry Launch.	\$257.87
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>482</b>	<b>\$257.87</b>	<b>\$0.00</b>		<b>\$257.87</b>

Total Expense: \$257.87  
 Less Advance: \$0.00  
 Due NEISD/DUE Undersigned: \$257.87

## Account Code Information:

Account Code	Amount
	Total: \$0.00

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3/20/2017

4531 Bethel Bend, San Antonio, TX 78247 to NASA Johnson Space Center - Google Maps

Google Maps

4531 Bethel Bend, San Antonio, TX 78247 Drive 241 miles, 3 h 56 min  
to NASA Johnson Space Center

San Antonio  
NASA Johnson Space Center

San Antonio  
NASA Johnson Space Center

3/20/2017

4531 Bethel Bend, San Antonio, TX 78247 to NASA Johnson Space Center - Google Maps

## 4531 Bethel Bend

San Antonio, TX 78247

### Get on TX-1604 Loop E from O'Connor Rd

2 min (1.0 mi)

↑ 1. Head southwest on Bethel Bend toward Ashley Path

62 ft

↩ 2. Turn left onto Ashley Path

187 ft

➡ 3. Turn right at the 1st cross street onto Rhyse Grove

499 ft

➡ 4. Turn right onto O'Connor Rd

0.5 mi

➡ 5. Turn right onto N Loop 1604 E

0.1 mi

⤴ 6. Slight left to merge onto TX-1604 Loop E

0.3 mi

### Take I-35 N to S Interstate Hwy 35 in San Marcos. Take exit 205 from I-35 N

34 min (38.9 mi)

⤴ 7. Merge onto TX-1604 Loop E

4.8 mi

➡ 8. Use the right 2 lanes to take the exit toward Austin

1.1 mi

⤴ 9. Merge onto I-35 N

32.9 mi

➡ 10. Take exit 205 toward TX-80 E/Wimberley/Luling/Farm to Market Rd 12 W

0.1 mi

### Follow TX-21 E and TX-71 E to I-10 E in Colorado County

1 h 34 min (100.0 mi)

⤴ 11. Merge onto S Interstate Hwy 35

0.2 mi

➡ 12. Slight right onto TX-80

0.9 mi

⤴ 13. Turn right onto the TX-21 E ramp to Bastrop

0.2 mi

↩ 14. Use the middle lane to turn left onto TX-21 E/Camino Rd

ⓘ Continue to follow TX-21 E

34.7 mi

➡ 15. Turn right toward TX-21 E/TX-71 E

0.2 mi

3/20/2017

4531 Bethel Bend, San Antonio, TX 78247 to NASA Johnson Space Center - Google Maps



16. Take the ramp onto TX-21 E/TX-71 E

Continue to follow TX-71 E

63.8 mi

**Follow I-10 E and I-45 S to Saturn Ln in Nassau Bay**

1 h 32 min (101 mi)



17. Merge onto I-10 E

56.3 mi



18. Keep right at the fork to stay on I-10 E

17.2 mi



19. Use the left lane to take exit 768B for Interstate 45 S toward Galveston

0.1 mi



20. Merge onto I-45 S

Parts of this road may be closed at certain times or days

23.1 mi



21. Take exit 24 toward NASA 1

1.0 mi



22. Continue onto NASA Road 1

2.8 mi

**Continue on Saturn Ln to your destination in Houston**

1 min (0.3 mi)



23. Use the 2nd from the left lane to turn left onto Saturn Ln

0.2 mi



24. Turn right at the 1st cross street onto Second St

Restricted usage road

253 ft



25. Turn right

Restricted usage road

Destination will be on the left

187 ft

**NASA Johnson Space Center**

2101 E NASA Pkwy, Houston, TX 77058

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Not to be used

Not to be used

Not to be used