



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.



056200032139

Travel Reimbursement ID 32139 (Maria Gentry-004 Travel ID: 83468) Input by: Maria Gentry

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
08/20/2017	\$0.00	\$0.00	0	\$0.00	\$65.00	Thematic Portfolio and Postcard Class	\$65.00
Total:	\$0.00	\$0.00	0	\$0.00	\$65.00		\$65.00

Total Expense: \$65.00

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$65.00

Account Code Information:

Account Code	Amount
	Total: \$0.00

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Lyn Belisle Studio

You created a PayPal account and
paid **\$65.00 USD**

to Lyn Belisle Studio
[Details](#)

Get your PayPal receipts in Messenger

Paid with

American Express x-4726 **\$65.00 USD**

This transaction will appear on your statement as PAYPAL*LYNBELISLES

Shipped to

Maria Gentry
12826 Country Ridge, San Antonio, TX 78216-2324
United States

Purchase details

Receipt number: 247066430864193

We'll send confirmation to:
grizeldagency@gmail.com

Merchant details

Lyn Belisle Studio
belisle@satx.rr.com