

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 jvilla5@neisd.net at the Accounting Department.



056200029263

Travel Reimbursement ID 29263 (Christina Moreno-408 Travel ID: 78876) Input by: Andrea Smith

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
06/27/2016	\$0.00	\$38.19	0	\$0.00	\$0.00	Lodging paid by SAF check	\$38.19
06/28/2016	\$0.00	\$68.15	0	\$0.00	\$0.00	Lodging paid by SAF check	\$68.15
06/29/2016	\$0.00	\$54.85	0	\$0.00	\$0.00	Lodging paid by SAF check	\$54.85
06/30/2016	\$0.00	\$31.14	0	\$0.00	\$0.00	Lodging paid by SAF check	\$31.14
07/01/2016	\$0.00	\$38.17	0	\$0.00	\$0.00	Lodging paid by SAF check	\$38.17
07/02/2016	\$0.00	\$12.11	0	\$0.00	\$0.00	Lodging paid by SAF check	\$12.11
Total:	\$0.00	\$242.61	0	\$0.00	\$0.00		\$242.61

Total Expense: \$242.61
 Less Advance: \$0.00
 Due NEISD/DUE Undersigned: \$242.61

Account Code Information:

Account Code	Amount
	Total: \$0.00

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2016 National TSA Conference

Schedule at a Glance (Tentative)

MONDAY, June 27, 2016

5:00PM — 11:00PM	TSA, Inc. Board of Directors Meeting	Delta Island Boardroom
5:00PM — 11:00PM	National TSA Officers Meeting	Washington A

TUESDAY, June 28, 2016

12:00PM — 7:00PM	Conference Registration	Delta Ballroom Foyer
2:00PM — 3:00PM	CRC Managers Meeting	Jackson E
3:00PM — 4:00PM	National TSA Officer Candidates Meeting	Jackson D
3:00PM — 4:00PM	Mandatory Competitive Event Coordinators Meeting	Bayou A
4:00PM — 5:00PM	Advisors Welcome	Delta Ballroom A
5:00PM — 8:00PM	Competitive Events Check-In (for selected events)	Various Locations
6:30PM — 8:30PM	Competitive Event Check-In (for selected events)	Various Locations
9:00PM — 9:30PM	Required sign-up for presentation times	Various Locations
7:00PM — 8:00PM	*TEAMS – Welcome	Delta Ballroom A
7:30PM — 8:45PM	Conference Kick-Off!	Ryman Exhibition Hall B4
9:00PM — 11:00PM	State Delegation Meetings	Various Locations
12:00 Midnight	Curfew	

WEDNESDAY, June 29, 2016

7:15AM — 8:45AM	State Flag Representatives Meeting	Delta Ballroom
8:00AM — 8:00PM	*TEAMS Competition (assigned times)	Various Locations
9:00AM — 11:00AM	Opening General Session (General Session I)	Delta Ballroom
9:00AM — 5:00PM	Information Desk Open	Delta Registration Desk C
11:30AM — 12:30PM	Advisor Update Meeting	Delta Ballroom A
11:30AM — 7:00PM	Competitive Events (selected events submit 7-8 AM)	Various Locations
11:30AM — 6:00PM	Special Interest Sessions	Various Locations
12:30PM — 3:00PM	State Advisor Forum	Delta Island E
1:00PM — 2:00PM	State Presidents Meeting	Delta Island D
3:00PM — 5:00PM	Submit Middle School Display Events	Ryman Exhibit Hall B4
4:00PM — 6:00PM	Submit High School Display Events	Ryman Exhibit Hall B4
5:00PM — 6:00PM	Alumni/ Graduating Senior Reception	Delta Island F
5:30PM — 6:30PM	TSA Region 1-5 Meeting	
	Region 1	Governor's Chamber A
	Region 2	Governor's Chamber B
	Region 3	Governor's Chamber C
	Region 4	Governor's Chamber D
	Region 5	Governor's Chamber E
6:00PM — 11:30PM	State Delegation Meetings	Various Locations
12:00 Midnight	Curfew	

THURSDAY, June 30, 2016

8:00AM — 4:00PM	*TEAMS Competition (assigned times)	Ryman Exhibition B5
9:00AM — 11:00AM	Recognition Assembly (General Session II)	Delta Ballroom
9:00AM — 5:00PM	Information Desk Open	Delta Registration Desk C
11:00AM — 7:00PM	Competitive Events	Various Locations
11:00AM — 6:00PM	Special Interest Sessions	Various Locations
11:30AM — 12:30PM	Advisor Update Meeting	Delta Ballroom A
11:30AM — 7:00PM	Competitive Events (selected events submit 7-8 AM)	Various Locations
1:00PM — 2:15PM	MS Student Leadership Challenge Experience	Delta Ballroom A
1:00PM — 5:00PM	TSA Meet and Greet	Delta Ballroom Lobby
3:30PM — 4:45PM	HS Student Leadership Challenge Experience	Delta Ballroom A
7:00PM — 8:30PM	*TEAMS – Awards Ceremony	Delta Ballroom A
8:00PM — 11:30 PM	State Delegation Meetings	Various Locations
12:00 Midnight	Curfew	

FRIDAY, July 1, 2016

8:00AM — 9:15AM	MS Student Leadership Challenge Experience	Delta Ballroom A
8:30AM — 10:30AM	TSA, Inc. Corporate Board Annual Meeting	Canal A
9:00AM — 5:00PM	Information Desk Open	Delta Registration Desk C
9:00AM — 7:00PM	Competitive Events	Various Locations
10:00AM — 11:15AM	HS Student Leadership Challenge Experience	Delta Ballroom A
11:00AM — 6:00PM	Special Interest Sessions	Various Locations
11:30AM — 12:30PM	Advisor Update Meeting	Delta Ballroom A
1:00PM — 1:45PM	CRC/Students Forum	Jackson A
1:45PM — 2:30PM	CRC/Advisors Forum	Jackson A
3:30PM — 4:30PM	TSA, Inc. Board of Directors Meeting (new board)	Delta Island D
5:30PM — 6:00PM	Voting Delegate Seating	Delta Ballroom A
7:00PM — 9:00PM	Annual Business Meeting (General Session III)	Delta Ballroom
12:00 Midnight	Curfew	

SATURDAY, July 2, 2016

8:00AM — 11:00AM	Awards Ceremony (General Session IV)	Delta Ballroom
12:00PM — 1:00PM	National TSA Officers Meeting (new officers)	Washington A

*TEAMS – Tests of Engineering Aptitude, Mathematics and Science