



# 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, i.e. 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 **210-805-1280** (INCLUDE AREA CODE) 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.



056200034675

**Travel Reimbursement ID 34675 (Maria Gentry-004 Travel ID: 88747) Input by: Sonya Montano**

**Itemized Expenses:**

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
11/29/2018	\$0.00	\$0.00	0	\$0.00	\$40.00	Fuel for CTE Van	\$40.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$40.00</b>		<b>\$40.00</b>

Total Expense: \$40.00  
 Less Advance: \$0.00  
 Due NEISD/DUE Undersigned: \$40.00

**Account Code Information:**

Account Code	Amount
199 - 23-408-22-408 - 6411 - 0000 - -	\$40.00
	<b>Total: \$40.00</b>

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TSA TRAVEL  
GENTRY  
TRAVEL ID#  
88747

Welcome To  
Stripes  
416961  
Stripes #215

Description	Qty	Amount
UNLD CR #03	17.398G	40.00
SELF @ 2.299/ G		
Subtotal		40.00
Tax		0.00
<b>TOTAL</b>		<b>40.00</b>
CREDIT \$		40.00

VISA

\*\*\*\*\*2732

Entry Method: Swiped

Auth #: 033491

Resp Code:

Stan: 12325499147

Invoice #: 32727

Store # \*\*\*\*\*

SITE ID: 416961

TERMINAL ID: 003

**THANKS COME AGAIN**

Diesel Fuel Contains

Up To 5% Biodiesel Or

Renewable State Diesel

Tax \$ 0.19 Per Gallon

ST# 5040 TILL XXXX DR# 0 TRAN# 9039259

CSH: 0 11/29/18 15:58:34