

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.



056200032358

Travel Reimbursement ID 32358 (Roberto Lozano-408 Travel ID: 84205) Input by: Andrea Smith

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
11/03/2017	\$0.00	\$0.00	0	\$0.00	\$52.30	Gas for NEISD van.	\$52.30
Total:	\$0.00	\$0.00	0	\$0.00	\$52.30		\$52.30

Total Expense: \$52.30

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$52.30

Account Code Information:

Account Code	Amount
	Total: \$0.00

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WELCOME TO
KSM COUNTRY
MARKET
SID#1686636

TP48187307001
KSM
211 Hwy 71 West
Bastrop TX 78602

Description	Qty	Amount
UNLEAD CR #05	21.360G	46.12
SELF @ 2.159/ G		
Subtotal		46.12
-Tax		0.00
TOTAL		46.12
DEBIT \$		46.12

MC DEBIT
Payment from
Primary Account
XXXXXXXXXXXX3505
Auth #: 275198
Resp Code: 0
Stan: 0486756682
Invoice #: 156700
SITE ID: TP48187307001

THANKS, COME AGAIN

ST# CFM TILL XXXX DR# 0 TRAN# 9051109
CSH: 0 11/03/17 18:15:00

WELCOME

TP48644421-001
CORNER STORE 1055
4801 WALZEM RD
SAN ANTONIO TX 7821

DATE 11/03/17
TIME 9:07 PM
AUTH# 193063
PIN USED

DEBIT

PUMP PRODUCT PPG
07 UNLD \$1.999

GALLONS FUEL TOTAL
3.093 \$6.18

THANK YOU
HAVE A NICE DAY



COLLEGE OF ENGINEERING
Access and Inclusion

ENGAGE FALL 2017 INVITATIONAL

Friday, November 3rd, 2017

8:45 a.m.	Arrive – Welcome to Texas A&M University! <i>Buses proceed to park on Throckmorton St. by Vice-President's White House</i>	
8:45 – 9:20 a.m.	Registration – <i>Access & Inclusion (A&I) Team</i>	EABA 108 620 Lamar St
9:30 – 10:00 a.m.	What is Engineering? - <i>Access & Inclusion (A&I) Team</i>	EABA 108
10:00 – 10:45 a.m.	Introduction to Corps of Cadets – <i>Col. Sam Hawes</i>	Corp of Cadets
10:45 – 12:00 p.m.	Engineering Challenges – <i>Access and Inclusion Ambassadors</i>	EABA 108
12:00 – 1:00 p.m.	Lunch at Duncan Dining Hall with A&I Ambassadors	Duncan Dining Hall
1:15 – 1:45 p.m.	Housing Tour – <i>Engineering Commons</i>	Commons
2:10 – 2:40 p.m.	Department Tours – <i>Ambassador Groups</i>	Various locations
2:40 – 3:30 p.m.	Bookstore/Library/Personal Choice Time	A&I Ambassador
3:30 p.m.	Departure – Thanks for Coming to Visit Us!	

Contact Numbers:

Engineering Academic & Student Affairs Office 979-845-7200