



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.



056200027838

Travel Reimbursement ID 27838 (Maria Gentry-004 Travel ID: 56153) Input by: Renae Pedroza

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
11/12/2015	\$0.00	\$11.74	0	\$0.00	\$185.00	TAEA Conference Receipt	\$196.74
11/13/2015	\$0.00	\$25.14	0	\$0.00	\$0.00	Starbucks and Café in the Park Restaurant	\$25.14
Total:	\$0.00	\$36.88	0	\$0.00	\$185.00		\$221.88

Total Expense: \$221.88
 Less Advance: \$0.00
 Due NEISD/DUE Undersigned: \$221.88

Account Code Information:

Account Code	Amount
199 - 11-004-11-004 - 6411 - 0000 - -	\$221.88
	Total: \$221.88

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11/12/15

BUC-EE'S

10070 West IH-10

Luling TX

78648

979-238-6390

ORDER #832

KOL SSG CHSE \$1.99

KOL HAM CHSE \$1.99

MASTER TRAN

BUC-EE'S TRPL PLAY PPCR \$3.49

OZARKA SPRING SPORT WTR \$1.29

RICE CRSPY TRT \$2.36

Sub Total \$11.12

Tax \$0.62

Total \$11.74

Visa: \$11.74

Change \$0.00

Visa

Card Num : (S) XXXXXXXXXXXX2732

Terminal : 800000033614101

Approval : 762287

WWW.BUC-EE'S.COM

POS: 32 Cashier: Jacquelin
11/12/2015 18:24:12 TRAN:61875

11/13/15

STARBUCKS
MOODY GARDENS HOTEL
GALVESTON, TX 77554

3169 KAYLA

CHK 8527 NOV13'15 8:49AM

REPRINT
CLOSED CHECK

1 G/ WHT CHOC MOCH 4.95
1 T/ CROISSANT 3.50

FOOD 8.45
8.25% Sales Tax 0.70
PAYMENT 9.15
XXXXXXXXXXXX2732 XX/XX
9503/F&B Visa
VISA 9.15

---3169 CLOSED NOV13 8:50AM---

GRATUITY _____

TOTAL _____

NAME (PRINT) _____

SIGNATURE _____

ROOM NUMBER _____

BRING RECEIPT AFTER 2PM

*** FOR A \$2.00***

GRANDE STARBUCKS BEVERAGE

CAFE IN THE PARK
MOODY GARDENS
GALVESTON, TX 77554

DOBBO TRISTEN

CHK 70/6 CHK 6803
NOV13'15 1:13PM

1 LUNCH BUFFET 12.00

SUBTOTAL 12.00

8.25% Sales Tax 0.99

TOTAL \$12.99

GRATUITY _____

TOTAL _____

NAME (PRINT) _____

SIGNATURE _____

ROOM NUMBER _____

THANK YOU

Texas Art Education Association

Registration Date: 10/8/2015

Jody Henry
14070 Proton Road, Suite 100, LB 9
Dallas, TX 75244
Phone 972-233-9107 x212
Fax 972-490-4219
info@taea.org

Sold To: Grizelda Gentry
TAEA: 81108
Email Address: mgentr@neisd.net

PAYMENT METHOD	AUTHORIZATION CODE
Amex	11M631990M5199747

	DESCRIPTION	PRICE
1	Non-TAEA Member (includes registration and membership) — Early Registration 2015 TAEA Conference Registration	\$130.00
1	A House for all Seasons	Ticketed Event
	TOTAL REGISTRATION FEE	

If you need to add, edit, or cancel your 2015 TAEA Conference registration or any of the additional event selections, please contact the TAEA Office at info@taea.org. Changes will be allowed based upon available space. No refunds will be issued after midnight, 10/31/2016.

Texas Art Education Association

Conference Schedule 2015

Moody Gardens Hotel and Convention Center



WEDNESDAY, NOVEMBER 11, 2015

6:00 pm-9:00 pm Local Committee Work
7:00 pm-12:00 am Executive Board Meeting

Garden Cay & Salon C
Presidential Suite

THURSDAY, NOVEMBER 12, 2015

7:00 am-9:00 pm Registration
7:00 am-7:00 pm Local Student Exhibition
8:00 am-4:00 pm Council-at-Large
12:30 pm-2:30 pm Super Session at the Museum of Fine Arts, Houston
12:00 pm-4:00 pm Technology Workshops Open for Early Birds
12:00 pm-4:00 pm Walk-Up Workshops
12:00 pm-7:00 pm Silent Auction Tropical Bird Registration
3:00 pm-9:00 pm Supervisor's Meeting
4:00 pm-7:00 pm Commercial Exhibits Open
4:00 pm-7:00 pm VASE Gold Seal Exhibition
4:00 pm-7:00 pm Workshops
4:00 pm-7:00 pm Bird Bling
4:00 pm-7:00 pm Conference T-Shirt Sales
4:00 pm-7:00 pm Art N Soul Sketchbook Donation Sales
4:00 pm-9:00 pm Concessions Open
5:00 pm-7:00 pm Painted Collage Extravaganza
7:00 pm-9:00 pm Throwing with a Twist

South Foyer
Expo Walkway
Salon A, B, & C
Museum of Fine Arts, Houston
Technology Lab/Floral B3
West Foyer/Hotel
South Foyer Registration Desk
Floral A2
Expo B & C
Expo B
Hotel/Convention Center
Expo Foyer
South Foyer
Expo Foyer Desk
F-Ivy 2/Convention Center
Garden Terrace
Expo A

FRIDAY, NOVEMBER 13, 2015

7:00 am-7:00 pm Registration
7:00 am-7:00 pm Local Student Exhibition
8:00 am-2:00 pm Conference T-Shirt Sales
8:00 am-2:00 pm Concessions Open
8:00 am-2:00 pm Silent Auction Tropical Bird Registration & Bidding
9:00 am-2:00 pm Commercial Exhibits Open
9:00 am-2:00 pm VASE Gold Seal Exhibition
9:00 am-2:00 pm Workshops
9:00 am-2:00 pm Walk-Up Workshops
9:00 am-2:00 pm Art N Soul Sketchbook Donation Sales
9:00 am-2:00 pm Bird Bling
9:00 am-2:00 pm Master Art Educator Series
9:00 am-2:00 pm Tours and Experienced Institutes
2:00 pm-4:00 pm **FIRST GENERAL SESSION: Mary DeChambres**
-Awards Presentation

South Foyer
Expo Walkway
South Foyer
West Foyer/Convention Center
South Foyer
Expo B & C
Expo B
Hotel/Convention Center
Hotel/Convention Center
Expo Foyer Desk
Expo Foyer
Viewfinders Terrace (9th Floor)
Off-site/Depart from Expo Walkway
Moody Ballroom

FRIDAY, NOVEMBER 13, 2015 Continued

4:00 pm-5:00 pm	Exhibitor's Showcase
4:00 pm-7:00 pm	Concessions Open
4:00 pm-7:00 pm	VASE Gold Seal Exhibition
4:00 pm-9:00 pm	Tours and Experienced Institutes
5:00 pm-7:00 pm	Inside the Studio Series: <i>Mary DeChambres</i>
5:00 pm-7:00 pm	Commercial Exhibits Open
5:00 pm-7:00 pm	Workshops
5:00 pm-7:00 pm	Master Art Educator Series

Expo B & C
 West Foyer/Convention Center
 Expo B
 Off-site/Depart from Expo Walkway
Expo A
 Expo B & C
 Hotel/Convention Center
 Viewfinders Terrace (9th Floor)

SATURDAY, NOVEMBER 14, 2015

7:00 am-8:00 am	Youth Art Month Meeting (Open to membership)
8:00 am-2:00 pm	Registration
8:00 am-9:00 am	Division Meetings (Open to membership)
8:00 am-2:00 pm	VASE Gold Seal Exhibition
8:00 am-2:00 pm	Local Student Exhibition
8:00 am-2:00 pm	Concessions Open
9:00 am-1:00 pm	Silent Auction Tropical Bird Bidding
9:00 am-2:00 pm	Commercial Exhibits Open
9:00 am-2:00 pm	Workshops
9:00 am-2:00 pm	Walk-Up Workshops
9:00 am-2:00 pm	Out-of-the-Box Demos
9:00 am-2:00 pm	Master Art Educator Series
9:00 am-2:00 pm	Art N Soul Sketchbook Donation Sales
9:00 am-2:00 pm	Bird Bling
9:00 am-2:00 pm	Conference T-Shirt Sales
9:00 am-2:00 pm	Tours and Experienced Institutes
1:00 pm	Silent Auction Bidding Closes
1:00 pm-2:00 pm	Treasure Chest Pre Set-Up
1:00 pm-2:00 pm	VASE Gold Seal Artwork Pick Up
2:00 pm-4:00 pm	SECOND GENERAL SESSION: <i>Roy Wooley</i>

- Fellow's Induction

- Dale Battle Award

4:00 pm-5:00 pm	Local Student Artwork Pick Up
4:00 pm-5:00 pm	Silent Auction Items Pick Up
4:00 pm-5:30 pm	Inside the Studio Series: <i>Roy Wooley</i>
4:00 pm-6:00 pm	Workshops
4:00 pm-9:00 pm	Concessions Open
5:30 pm-6:00 pm	Treasure Chest Market Final Set-Up
6:00 pm-8:00 pm	Treasure Chest Market
6:00 pm-9:00 pm	Birds of a Feather Flock Together: An Evening of Educator Networking

Viewfinders Terrace (9th Floor)
 South Foyer
 Hotel/Convention Center
 Expo B
 Expo Walkway
 West Foyer/Convention Center
 South Foyer
 Expo B & C
 Hotel/Convention Center
 Hotel/Convention Center
 Convention Center Breezeway
 Viewfinders Terrace (9th Floor)
 Expo Foyer Desk
 Expo Foyer
 South Foyer
 Off-site/Depart from Expo Walkway
 South Foyer
 Expo A
 Expo B
Moody Ballroom

Expo Walkway
 South Foyer Registration Desk
Expo A
 Hotel/Convention Center
 Expo A
 Expo A
 Expo A
 Expo A

Carrasco, Rebecca D

From: Pedroza, Renae E
Sent: Wednesday, January 27, 2016 10:16 AM
To: Carrasco, Rebecca D
Subject: RE: TVL27838 Maria Gentry

She stayed with some of our teacher's in the hotel that was paid for by Mr. Echard, our principal.

Renae Pedroza
Roosevelt High School
Bookkeeper
210-356-2223

From: Carrasco, Rebecca D
Sent: Wednesday, January 27, 2016 10:12 AM
To: Pedroza, Renae E <rpedro1@neisd.net>
Subject: RE: TVL27838 Maria Gentry

That should be okay! Also, how was lodging paid? Thanks!

From: Pedroza, Renae E
Sent: Wednesday, January 27, 2016 10:07 AM
To: Carrasco, Rebecca D <rcarra@neisd.net>
Subject: RE: TVL27838 Maria Gentry

So sorry!!! Will this work?

Renae Pedroza
Roosevelt High School
Bookkeeper
210-356-2223

From: Carrasco, Rebecca D
Sent: Wednesday, January 27, 2016 10:04 AM
To: Pedroza, Renae E <rpedro1@neisd.net>
Subject: FW: TVL27838 Maria Gentry

Hi Renae! I'm emailing again to see if you were able to get a better conference receipt. Can you email it to me in color, by any chance? I know there's a color setting on my scanner. Also, please indicate how lodging was paid. Thanks!!

From: Carrasco, Rebecca D
Sent: Friday, January 22, 2016 12:56 PM
To: Pedroza, Renae E <rpedro1@neisd.net>
Subject: TVL27838 Maria Gentry

Hello! Please indicate how lodging was paid for on Maria Gentry's reimbursement for the trip to Galveston by responding to this email.



2015 TAEA Conference Receipt

TAEA Annual Conference

November 12-14, 2015

Moody Gardens Hotel, Galveston, TX

USE THIS FORM FOR ADMISSION INTO TICKETED EVENTS

Conference Name Badge must be worn at all times.

Member Info

TAEA Number 81108
Last Name Gentry
First Name Grizelda
City San Antonio
State TX
Zip Code 78216
Membership Active
Professional Level High School/Senior High
Registration Type Non-TAEA Member (includes registration and membership)
Registration Fee \$185.00
Registration Date 10/8/2015 8:45:51 AM

Event Registrations

A House for all Seasons

11/13/2015	11:00 AM	01:45 PM	\$0.00
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You may print an official reimbursement receipt by logging onto TAEA.org and clicking on **View My TAEA Conference Receipt**.