

FaxCover

Page 1 of 1



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.



056200031618

Travel Reimbursement ID 31618 (Maria Gentry-004 Travel ID: 82983) Input by: Andrea Smith

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
06/20/2017	\$0.00	\$25.45	0	\$0.00	\$0.00	Lodging paid by AMEX.	\$25.45
06/21/2017	\$0.00	\$14.89	0	\$0.00	\$0.00	Lodging paid by AMEX.	\$14.89
06/22/2017	\$0.00	\$76.20	0	\$0.00	\$0.00	Lodging paid by AMEX.	\$76.20
06/23/2017	\$0.00	\$53.86	0	\$0.00	\$0.00	Lodging paid by AMEX.	\$53.86
06/24/2017	\$0.00	\$32.45	0	\$0.00	\$0.00	Lodging paid by AMEX.	\$32.45
06/25/2017	\$0.00	\$20.10	0	\$0.00	\$22.00	Other charges are for Concierge to hold luggage at hotel.	\$42.10
Total:	\$0.00	\$222.95	0	\$0.00	\$22.00		\$244.95

Total Expense: \$244.95

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$244.95

Account Code Information:

Account Code	Amount
	Total: \$0.00

Copyright© 2005 North East Independent School District.

2017 National TSA Conference

Schedule at a Glance

(Tentative)

TUESDAY, June 20, 2017

5:00PM — 6:00PM	TSA, Inc. Board of Directors Meeting/ National TSA Officers Dinner	St. John's 26
6:00PM — 8:30PM	TSA, Inc. Board of Directors Meeting	St. John's 24
6:00PM — 11:00PM	National TSA Officers Meeting	St. John's 25

WEDNESDAY, June 21, 2017

12:00PM — 7:00PM	Conference Check In	Panzacola Foyer
2:00PM — 3:00PM	CRC Managers Meeting	St. John's 22
3:00PM — 4:00PM	National TSA Officer Candidates Meeting	Gatlin Ballroom D
3:00PM — 4:00PM	Mandatory Competitive Event Coordinators Meeting	St. John's 26
4:00PM — 5:00PM	Advisors Welcome	Gatlin Ballroom D
5:00PM — 8:00PM	Competitive Events Check-In (for selected events)	Various Locations
6:00PM — 6:30PM	On Demand Video	Gatlin Ballroom D
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	Gatlin Ballroom
7:30PM — 8:45PM	Conference Kick-Off!	Sebastian J
9:00PM — 11:00PM	State Delegation Meetings	Various Locations
12:00 Midnight	Curfew	

THURSDAY, June 22, 2017

7:15AM — 8:45AM	State Flag Representatives Meeting	Gatlin Ballroom D
8:00AM — 5:00PM	Information Desk Open	Panzacola Registration Desk
8:00AM — 8:00PM	TEAMS Competition	Various Locations
9:00AM — 11:00AM	Opening General Session (General Session I)	Gatlin Ballroom
11:30AM — 12:30PM	Advisor Update Meeting	Gatlin Ballroom D
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 — 2:30PM	State Advisor Forum	Sebastian I-1
1:00PM — 2:00PM	State Presidents Meeting	St. John's 25
3:00PM — 5:00PM	Submit Middle School Display Events	Sebastian J
4:00PM — 6:00PM	Submit High School Display Events	Sebastian J
5:00PM — 6:00PM	Alumni/ Graduating Senior Reception	Conway
6:00PM — 11:30PM	State Delegation Meetings	Various Locations
12:00 Midnight	Curfew	

FRIDAY, June 23, 2017

8:00AM — 5:00PM	Information Desk Open	Panzacola Registration Desk
8:00AM — 4:00PM	TEAMS Competition – Problem Solving	Sebastian I
9:00AM — 11:00AM	Recognition Assembly (General Session II)	Gatlin Ballroom
11:00AM — 7:00PM	Competitive Events	Various Locations
11:00AM — 6:00PM	Special Interest Sessions	Various Locations
11:30AM — 12:30PM	Advisor Update Meeting	Gatlin Ballroom D
11:30AM — 7:00PM	Competitive Events (selected events submit 7-8 AM)	Various Locations
1:00PM — 2:15PM	Professional Leadership Training – High School	Gatlin Ballroom D

1:00PM — 5:00PM	TSA Meet and Greet	Panzacola Foyer
3:00PM — 4:30PM	Professional Leadership Training – Advisors	Gatlin Ballroom D
5:30PM — 6:30PM	TSA Region 1-5 Meeting	
	Region 1	Gatlin A-1
	Region 2	Gatlin A-2
	Region 3	Gatlin A-3
	Region 4	Gatlin A-4
	Region 5	Gatlin E-5
7:00PM — 8:30PM	TEAMS – Awards Ceremony	Gatlin Ballroom
8:00PM — 11:30 PM	State Delegation Meetings	Various Locations
12:00 Midnight	Curfew	

SATURDAY, June 24, 2017

9:00AM — 5:00PM	Information Desk Open	Panzacola Registration Desk
8:30AM — 9:45AM	Professional Leadership Training – Middle School	Gatlin Ballroom D
8:30AM — 10:30AM	TSA, Inc. Corporate Board Annual Meeting	Suwanee 16
9:00AM — 7:00PM	Competitive Events	Various Locations
10:00AM — 10:45AM	LEAP Student Forum	Sandlake
11:00AM — 6:00PM	Special Interest Sessions	Various Locations
11:30AM — 12:30PM	Advisor Update Meeting	Gatlin Ballroom D
1:00PM — 1:45PM	CRC/Students Forum	Sandlake
1:00PM — 2:15PM	Professional Leadership Training – High School	Gatlin Ballroom D
1:45PM — 2:30PM	CRC/Advisors Forum	Sandlake
3:30PM — 4:30PM	TSA, Inc. Board of Directors Meeting (new board)	Suwanee 16
5:00PM — 5:30PM	Voting Delegate Seating	Gatlin Ballroom
7:00PM — 9:00PM	Annual Business Meeting (General Session III)	Gatlin Ballroom
12:00 Midnight	Curfew	

SUNDAY, June 25, 2017

8:00AM — 11:00AM	Awards Ceremony (General Session IV)	Gatlin Ballroom
12:00PM — 1:00PM	National TSA Officers Meeting (new officers)	St. John's 22

STORE # FL-1783
8324 International Drive
Orlando, FL 32819
Phone (407) 730-2339

6/20/2017 12:40:19 PM
Order Id: AAAGRBJACAV
31 - FIVE GUYS
Employee: Marion D

31

1 Cheeseburger	\$7.79
Mayo	\$0.00
Pickles	\$0.00
Lettuce	\$0.00
Tomatoes	\$0.00
Mustard	\$0.00
1 Regular Soda	\$2.49
1 Little Fry	\$3.19
Sub Total	\$13.47
Sales Tax	\$0.87
Order Total	\$14.34
Cash	\$20.00
Change Due	\$5.66

--> Order Closed <--

Don't throw away your receipt!!!

Help Five Guys and you could win!
Log online to www.fiveguys.com/survey
and fill out a brief survey!

10 lucky people will win a
Five Guys Gift Card each month
worth \$25 each!

No purchase necessary
Sweepstakes ends 12/31/2017.
Must be at least 18 years old and
submit survey within 30 days
of the receipt date to enter.
Please visit www.fiveguys.com/survey
for Official Rules and how to enter
without making a purchase or
completing a survey.
Void where prohibited.

CHINESE 1
(770) 446-5555

EAT IN

06/20/17 09:33PM Order# 18
Unpaid

#左宗堂雞# GEN. TSO CK 10.99

#雞撈面# CK LO M 9.99

加辣 X HOT 0.00

酸辣湯 HOT/S SOUP 1.09

蛋花湯 E/D SOUP 0.00

飲料 BEVERAGE 3.97

SUB-TOTAL: 26.04
SALES TAX: 1.37

TOTAL: 27.41

Icibiban Buffet

5529 International Dr., Orlando, FL 32819
Tel: (407) 930-8889 Fax: (407) 985-3939

Buffet

SPLIT CHECK 1

06/21/17 07:53 PM C6E 225

Server: Ben Guest 3

Adult Dinner 11.99

Ice Tea 1.99

Subtotal: 13.98

Tax: 0.91

Total: 14.89

TIP NOT INCLUDED

Reminding: We are not able to
revise any discount after credit
card payment processed.

THANK YOU!



* 1 9 5 3 4 5 4 - 1 *

BUBBALOU'S BODACIOUS BBQ - CONROY
5818 CONROY RD
ORLANDO, FL 32835
407-295-1212

BOSTON LOBSTER FEAST
8731 International Drive
Orlando, FL 32819
(407) 248-8606

Dine In #59

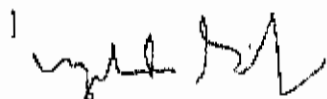
Server: Janaya L. 06/22/2017
Receipt: 3844 12:46PM
Customer: 25 Register-2

1 x Any 2 Meat Combo 16.29
- Texas Brisket
- Sausage
- Beans
- Coleslaw
- Potato Salad
- Cornbread
1 x Beverage Large 2.49
Subtotal 18.78
Tax 1.22
Tip 3.00

Balance Due 23.00

Card 23.00

Card Type: Visa
Card Number: XXXXXXXXXXXX0647
Card Holder: GENTRY/MARIA G
Approval: 191967642



Paid

Thank you and come see us next time!

BUBBALOU'S Bodacious BAR-B-QUE
5818 Conroy Road
Orlando, FL 32835

WE CATER ANYWHERE!
2016 Best BBQ Foodie Awards Winner

6 BARB

Tbl 104/5 Chk 2072 Gst 0
Jun22'17 07:39PM

1 Feast 49.95
Subtotal 49.95
Tax 3.25
09:27PM Total 53.20

If You Enjoyed Your Food
And Service
Please Visit TripAdvisor, Yelp,
or ThatsBiz.com/839.
Gratuity Included for parties
of 7 or More

EL POTRO MEXICAN REST
4666 S KIRKMAN RD
ORLANDO FL 32811
407-781-0395

Terminal ID: 01856124 2117

6/23/17 1:30 PM

Visa Credit - INSERT
AID: A0000000031010
ACCT #: *****0647

CREDIT SALE
UID: 717434987426 REF #: 2124
BATCH #: 283 AUTH #: 023224

AMOUNT \$17.54

TIP \$ 3.00

TOTAL \$ 20.54

APPROVED

TC - C61AD26048694A2A

CUSTOMER COPY

EL POTRO
MEXICAN RESTAURANT
4666 S Kirkman Rd. Orlando FL 32811
Tel: 407-781-0395

10 - 00 -
3 - 00 -
1 - 99 -
16 - 00 -
6 - 00 -
1 - 00 -
17 - 00 -

CARRABBA'S

ITALIAN GRILL

International Drive Orlando, FL
(407) 351-5494
0263a-4 Table 44 #Party 2
DANIEL F SvrCk: 12 9:00p 06/23/17

Grilled 14 Veal Chop,
no topping 14 veal chop 26.29
SD Grilled Asparagus 4.99

Sub total: 31.28
TAX : 2.04
06/23 9:49p TOTAL: 33.32

Join Dine Rewards & get up to
\$10 off your next visit!
Go to www.DINE-REWARDS.COM
today for full program details

Beth's
Burger Bar
9938 Universal Blvd., #120
Orlando, FL 32819
(407) 203-8100

MARY

Tbl: 3 Gsts: 1 Srvr: CASH AM
Date: 06-24-2017 12:56pm 3.0306.00054

1 Single Crunch 6.49

1 Single Pizza 6.74

1 Milkshake 2.99

Chocolate Shake

1 Single Burger 4.74

American Cheese

1 Classic Fries 1.99

1 Classic Fries 1.99

Share Side

1 Fountain Drink 1.99

1 Fountain Drink 1.99

1 Fountain Drink 1.99

Grat: 0.00

*** Guest # 1 Total: 32.95

Sub-Total: 30.91

Tax: 2.04

Total Due: 32.95

Pynt Visa 32.95

*****0647 ** / ** Auth: 024303

HEADWATERS

LOUNGE

Welcome to Shingle Creek

6/24/2017 23:18

Check: 72651934

Server: Tuan

Cashier: Tuan

Table:

Covers: 0

Regular Check
1 Big Creek Burger 14.50

Subtotal 14.50

Tax 0.94

Tip 0.00

Total 15.44

Payments

Visa 15.44

XXXXXXXXXXXX0647

GENTRY/MARIA G

Total Payments 15.44

Remaining Balance 0.00

Check Fully Authorized

TIP:

TOTAL:

HOTEL:

ROOM/ACCT No.:

2.61

18.05

10.47

ORANGE

ORLANDO
FL
32819
!!! THANK YOU !!!
TEL# 407-3512185 Store# 3896

TAG ID 23

KS# 2 Jun.24'17 (Sat) 10:19

KVS Order 78 Eat-In

PAID

QTY ITEM	TOTAL
1 M Mango PIn Smoothie	3.69
Subtotal	3.69
Tax	0.24
Eat-In Total	3.93
Cash Tendered	5.00
Change	1.07

McDonald's Restaurant

Johnny Rivers
Airport
Orlando, FL 32750
407-825-6688

7119 Shady M

Chk 2121 Jun25'17 03:56PM Gst 0

1 Sprite	2.25
3153559561	
1 Knott's STRW	1.59
8616220043	
1 Smart Water Sm	3.29
8616220043	
1 Smart Water Sm	3.29
Cash	20.00
Subtotal	10.42
Tax	0.25
Payment	10.67
Change Due	9.33

OUTBACK

STEAKHOUSE

0002-2 Table 34 #Party 1
DELIA M SvrCk: 5 11:59a 06/25/17

1 COLD BEVERAGE	2.99
1 6 SIRLOIN	12.29
ADD MX CHZ 2TBSP (0.50)	0.50

PAYING IN A HURRY?

Download the Outback App
and enter the following

Payment Code:
VRPKJM

Sub Total:	15.78
TAX	1.03
06/25 12:49p TOTAL:	16.81

Tip Not Included

Tip Guide:

15%	2.52
18%	3.03
20%	3.36

Join Dine Rewards & get up to
\$10 off your next visit!
Go to www.DINE-REWARDS.COM
today for full program details

Guest Name GentryRoom # 5216# Pieces 7⁰⁰

Doorman _____

089098

 SHINGLE CREEKGuest Name GentryRoom # 5216# Pieces 5⁰⁰

Doorman _____

027300

 SHINGLE CREEKGuest Name GentryRoom # 5216# Pieces 10⁰⁰

Doorman _____

089698

 SHINGLE CREEK