



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 **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 at the Accounting Department.



056200037140

Travel Reimbursement ID 37140 (Maria Gentry-408 Travel ID: 113589) Input by: Sonya Montano

Itemized Expenses:

| Date | Lodging | Meals | Miles | @ Current Rate | Other | Description | Total |
|---------------|---------------|---------------|----------|----------------|----------------|--|----------------|
| 12/07/2019 | \$0.00 | \$0.00 | 0 | \$0.00 | \$38.00 | Reimbursement for re-fuel of the CTE Van used to transport TSA students to Kerrville for Leadership Conference | \$38.00 |
| Total: | \$0.00 | \$0.00 | 0 | \$0.00 | \$38.00 | | \$38.00 |

Total Expense: \$38.00

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$38.00

Account Code Information:

| Account Code | Amount |
|---------------------------------------|-----------------------|
| 199 - 23-408-22-408 - 6411 - 0000 - - | \$38.00 |
| | Total: \$38.00 |

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WELCOME
CK 1055
4801 Walzem
Windcrest TX
78218

DATE 12/07/19 11:47
TRAN# 9077986
PUMP# 07
SERVICE LEVEL: SELF
PRODUCT: UNLD
GALLONS: 17.281
PRICE/G: \$ 2.199
FUEL SALE \$ 38.00
CREDIT \$38.00

VALPR
XXXXXXXXXXXX0002
Entry Method: Swiped
Auth #: 005193
Resp Code:
Stan: 02491948888
Invoice #: 100040
Store # *****

SITE ID: 644421
TERMINAL ID: 002

THANK YOU
HAVE A NICE DAY