

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.



056200029263

Travel Reimbursement ID 29263 (Christina Moreno-408 Travel ID: 78876) Input by: Andrea Smith

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
06/27/2016	\$0.00	\$38.19	0	\$0.00	\$0.00	Lodging paid by SAF check	\$38.19
06/28/2016	\$0.00	\$68.15	0	\$0.00	\$0.00	Lodging paid by SAF check	\$68.15
06/29/2016	\$0.00	\$54.85	0	\$0.00	\$0.00	Lodging paid by SAF check	\$54.85
06/30/2016	\$0.00	\$31.14	0	\$0.00	\$0.00	Lodging paid by SAF check	\$31.14
07/01/2016	\$0.00	\$38.17	0	\$0.00	\$0.00	Lodging paid by SAF check	\$38.17
07/02/2016	\$0.00	\$12.11	0	\$0.00	\$0.00	Lodging paid by SAF check	\$12.11
Total:	\$0.00	\$242.61	0	\$0.00	\$0.00		\$242.61

Total Expense: \$242.61
 Less Advance: \$0.00
 Due NEISD/DUE Undersigned: \$242.61

Account Code Information:

Account Code	Amount
	Total: \$0.00

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78876 MORENO

Romano's Macaroni Grill
 www.macaronigrill.com
 517 Opry Mills Drive
 Nashville, TN 37214

Server: TURNER 06/29/2016
 Table 701/3 12:26 PM
 Guests: 1 #40008

Order Type: Dine In
 Area: Dine In

Fresh Greens Salad	3.20
Shrimp Scampi Capellini	18.50
Subtotal	21.70
Tax	2.01
Total	23.71
Balance Due	23.71

Bring this receipt back
 within 1 week to get \$5 off
 any entrée! #213 Sign up to
 receive more offers at
macaronigrill.com/emailclub
 or call 1-800-451-7777. Kitchen
 only. Not for 2 Course Lunch.

& & 410 & &
 GAYLORD OPRYLAND
 HOTEL & CONVENTION CENTER
 **** CASCADES RESTAURANT ****

CASCADES
 AMERICAN CAFE

33382 COURTNEY

CHK 1280 TBL 61/5
 29 JUN'16 9:55 PM

1/2 ICED TEA	1.50
1/2 SPICY LOBSTER ROLL	9.00
1/2 NEW YORK STRIP	18.00

SUBTOTAL	\$28.50
TAX	\$2.64

9:55 PM

TOTAL DUE \$31.14

PLEASE COMPLETE FOR ROOM CHARGES

GRATUITY _____

TOTAL _____

ROOM (M) (C) (G) (D) # _____

PRINT LAST NAME _____

SIGNATURE _____

Thank you for dining with
P.F. Chang's China Bistro.

#7400
(615) 329-6901

Server: Jessica
Table 32/4
Guests: 4

06/30/2016

9:01 PM

#50037

Lo Mein Vegetable	10.50
Subtotal	10.50
Tax	0.97
Total	11.47
Balance Due	11.47

Gratuity Not Included

28

Martin's BBQ Joint
www.martinsbbqjoint.com
3108 Belmont Blvd
Nashville, TN 37212
615-200-1181

Host: Adriana
Fm-28

06/30/2016

2:07 PM

20129

Brisket Plate	13.00
DT SPRITE	2.00
Add a Baby Bone (2 @1.50)	3.00
Subtotal	18.00
Tax	1.67
DINE IN Total	19.67
MASTERCARD #XXXXXXXXXXXX6503	19.67
Auth:08683Z	

Tip : _____

TOTAL : _____

TOTAL :

SIGNATURE : _____

Thanks y'all
Join the "Joint"
<http://www.martinsbbqjoint.com/join>
Follow us on Twitter @Martinsbbq
"Friend" us on facebook.com/martinsbbq

& & 446 & &
GAYLORD OPRYLAND
HOTEL & CONVENTION CENTER
**** SOLARIO ****

SOLARIO CANTINA

57041 DANDAGE

CHK 1165 TBL 44/2

1 JUL 16 5:13 PM

1 BEEF FAJITAS 19.00

SUBTOTAL \$19.00

TAX \$1.76

5:13 PM

TOTAL DUE \$20.76

PLEASE COMPLETE FOR ROOM CHARGES

GRATUITY _____

TOTAL _____

ROOM (M) (C) (G) (D) # _____

PRINT LAST NAME _____

SIGNATURE _____

Thank You
For Eating at Pizza Hut

Have a Nice Day

Ticket: 225 Register: 2

Server:

Driver: Angela

Unit # 004084

(615) 683-2909

23:23

07/01/2016

(615) 452-6484

Zone: E-04

Motor:

2800 Opryland Dr

NASHVILLE, TN 372140000

Hotel/Motel

Time due: 0:43

0101 31:04

03:454 Reorders: 1

RM 0-0120-2108576911

1 Lrg Hlt	10.49
Pepperoni	1.35
Mushrooms	1.35
(S) Classic	0.00
(FF) Q&A 1085	0.00
1 Convenience Fee	2.75

Sub Total	15.94
Tax/Other	1.47
DELIVERY Total	17.41

Driver Gratuity Not Included

* WE CAN CATER YOUR EVENT! *
* Discounted Rates on Group Orders *
* Parties-Meetings-Sports Events *
* Call for Pizza, Pasta or Wings Now! *

SEE BACK OF RECEIPT FOR AN OFFER

SEE BACK OF RECEIPT FOR AN OFFER

SEE BACK OF RECEIPT FOR AN OFFER

Hudson News

NASHVILLE INT'L AIRPORT

ONE TERMINAL DRIVE

NASHVILLE, TN 37214

STORE: 00811 REG: 002 CASHIER: Daniel

CLIPSE SPEARMINT

22000013216 1 @ 1.99

HERSHEY PEANUT

40000002412 1 @ 1.69

1 @ PEANUT KING SIZE 3

40000004325 1 @ 2.39

SUBTOTAL

SALES TAX @ 25000%

TOTAL

AMOUNT TENDERED

MasterCard

SALE

ADDT: *****8960

EXP: *****

APPROVAL: 017112

ENTRY METHOD: SAIFED

TOTAL PAYMENT

Transaction 176050

7/2/2016 2:40 PM

Comments/Inquiries? (800) 326-7711

or Comments@Hudsonsgroup.com

Thank you for shopping with us.



1760500081200207022016

**WENDY'S**

WHA-241267 - LOVE FIELD 1039

800-871-0000 214-363-3959

Order

1494

222 MARLE

30x 4-4 JUL 12 16 08:02P Dst 0

5.06

11/11/16

5.06

W Burger JR

K6 1/2lb

SM FF

SM LYM

Cash

10.00

Food

5.06

Tax

0.42

Payment

5.48

Change Due

4.52

General Manager: Diana Stephens

Home Phone Number: 214-354-0914