

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 [jvlla5@neisd.net](mailto:jvlla5@neisd.net) at the Accounting Department.



056200031079

**Travel Reimbursement ID 31079 (Roberto Lozano-408 Travel ID: 81456) Input by: Andrea Smith**

## Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
04/05/2017	\$0.00	\$41.89	0	\$0.00	\$25.00	Lodging paid by SAF check. Other charge is for baggage.	\$66.89
04/06/2017	\$0.00	\$18.95	0	\$0.00	\$0.00	Lodging paid by SAF check.	\$18.95
04/07/2017	\$0.00	\$53.41	0	\$0.00	\$0.00	Lodging paid by SAF check.	\$53.41
04/08/2017	\$0.00	\$23.04	0	\$0.00	\$0.00	Lodging paid by SAF check.	\$23.04
04/09/2017	\$0.00	\$32.24	0	\$0.00	\$0.00	Lodging paid by SAF check.	\$32.24
04/10/2017	\$0.00	\$22.14	0	\$0.00	\$91.00	Other charges are for baggage and airport parking.	\$113.14
Total:	\$0.00	\$191.67	0	\$0.00	\$116.00		\$307.67

Total Expense: \$307.67  
 Less Advance: \$0.00  
 Due NEISD/DUE Undersigned: \$307.67

## Account Code Information:

Account Code	Amount
	Total: \$0.00

Copyright© 2005 North East Independent School District.

Chick Fil A #141  
DFW Airport  
Dallas, TX

1016 Shaladr1

Chk 4736 ROBERT Gst 0  
Apr05'17 09:38AM

**\*\*CarryOut\*\***

1 Egg White Gr 3.73  
1 Biscuit BEC 2.85  
1 Lrg Diet Coke 2.04  
XXXXXXXXXXXX3505  
MasterCard 9.33  
Subtotal 8.62  
Tax 0.71  
Payment 9.33

1016 Check Closed

Apr05'17 09:38AM

If we did or did not exceed your  
expectations, we would like to  
hear from you. Please call  
800-426-5971 x1021 or email  
141@hbfca.com or  
ti

\*\*\*FREE OFFER ON BACK!!!  
Wendy's Restaurant #00003923  
2800 S. Memorial Pkwy  
Huntsville, AL 35801  
(256) 534-3214

ROBERT

Host: melissa  
ROBERT

04/05/2017  
3:43 PM  
1021

Order Type: DINE IN

LARGE COMBO 8.62  
Double Cheese  
Large Fries  
CMB LG FREESTYLE  
SM Chili 1.99  
Total Items 4 10.68  
Tax 0.99

DINE IN Total 11.64

Mastercard #XXXXXXXXXXXX3505 \$11.64  
Auth:154359

Check Closed ---

PIZZA HUT  
DINE\_IN

Ticket # 0088

ENTERED BY	TABLE	# GUESTS
JASOM	D2	1
029436	04/05/17	09:06PM
01 1 Large Stuffed Meat Lvr		16.99
02 1 Large Diet Pep		2.20
Subtotal		19.19
SALES TAX		1.73
Balance Due		20.92

LOVE AT FIRST BITE?

CHANCE TO WIN \$1000

WWW.TELLPIZZAHUT.COM

CODE: 7ezj we8g r4p

For Special Deals Order  
Online at Pizzahut.com

FLIP OVER FOR A CHANCE TO WIN!

FLIP OVER FOR A CHANCE TO WIN!  
LARGE SANDWICH OR FULL-SIZE SALAD  
\$1 OFF  
SEE BACK  
LE SALAD

Robert Lozano  
# 81456

**American**

oneworld

**BAGGAGE CHARGE RECEIPT**

PASSENGER NAME

**LOZANOJR/ROBERTO**

**UPT050LB 23KG AND62LI**

**1**

**25.00 USD**

**SAT DFW - AA DFW HSV - AA**

Total with Applicable TFC

Credit Card

**MC XXXXXXXXXXXXX3505**

**25.00 USD**

Fare **25.00USD**

TFC

FLIGHT

**1062**

DATE

**APRIL 05, 2017**

TFC

PNR: PEPAMW

TFC

Agent: SAT-SSM

TOTAL

**25.00USD**

**001 0277860226 0**

UB

Ge

(u)

PR LOZANOJR/ROBERTO

**American Airlines**

ee

APR

5954/05 HSV

1062/05 DFW

PNR:

PEPAMW

HUNTSVILLE

AL

4001221782



**AA 22 17 82**

NOT VALID FOR TRAVEL

\*\*\*\*\*

\* Customer Copy \*

\*\*\*\*\*

Taco Mama  
301 Pelham Avenue SW  
Huntsville, AL 35801  
256-519-6262

Date: 04/06/17  
Time: 11:53 AM  
Server: 53, Debbie  
Order: 261870  
Description: TAB # 55  
Card Type: MASTERCARD  
Card No: XXXXXXXXXXXXX3505  
Expires: XX/XX  
Appr Code: 115351

**Purchases: \$ 10.89**

**Tip: \$** 10.89

**Total: \$** 21.78

I agree to pay the above total amount  
according to the card issuer agreement.

LOZANO JR/ROBERTO

**The Chocolate Bar**

Downtown Huntsville, AL

**(256) 203-2861**

THU APRIL 6, 2017

**CHECK #155735-1**

TABLE #514

CUSTOMER # 2

1 PB Mud \$7.39  
TAX \$0.67  
**TOTAL \$8.06**

Gratuity Example: 18.00% \$1.45  
Gratuity Example: 25.00% \$2.02

THANK YOU  
FOR YOUR PATRONAGE!  
PLEASE COME AGAIN!  
Time: 12:32 1 CUSTOMER  
2 CHECKS

THANK-YOU !!  
PLEASE PAY YOUR SERVER

YOU HAVE BEEN SERVED  
BY : Christopher col



6196 University Drive  
Huntsville, AL 35806  
256-922-1001  
rosiesmexicancantina.com

0188 TABLE# 11 #Party 1  
BRANDON J SvrCk: 12 1:43p 04/07/17

1 CUP BLAN 5  
1 BEEF LOH-FAJ 14  
1 DIET COKE 2

Sub Total: 22.43

Tax : 2.02

04/07 1:43p TOTAL 24.45

\*\*\*\*\*

THANK YOU!!  
PLEASE COME AGAIN!!

7540-A S. Memorial Parkway  
Huntsville, AL 35816  
256-382-3232  
rosiesmexicancantina.com

0563a-2 TABLE# 202 #Party 1  
MARIA L SvrCk: 0 9:25p 04/08/17

1 DIET COKE 2.19  
1 BEEF FAJ 18.95

Sub Total: 21.14

Tax : 1.90

04/08 9:25p TOTAL: 23.04

\*\*\*\*\*

THANK YOU!!  
PLEASE COME AGAIN!!

# KITCHEN CHECK

Date	Table	Guests	Server	
	14		3	380229

APPT - SOUP/SAL - ENTREE - VEG/POT - DESSERT - BEV

Dobbs  
Faj Azteca  
T. Milagro

00.00

20.00 +

0.00 +

21.00 -T

0.00 -T

1.00 T

23.00 +T

LOS MARIACHIS  
2121 HUNTSBURG DRIVE  
HUNTSVILLE, AL 35892  
(256) 533-5255

Bank ID: 6011  
Merchant ID: 62000274129  
Term ID: 001  
Server ID: 5

## Sale

XXXXXXXXXXXX3505

MASTERCARD Entry Method: Chip

Amount: \$ 23.96

Tip: 5.00

Total: 28.96

04/07/17 21:44:57  
Inv #: 000078 Appr Code: 215218  
Apprvd: Online Batch#: 097001  
Retrieval Ref: 00100041

MasterCard  
AID: 0000000000000000  
IST: 6000  
IVR: 8000000000

Customer Copy

ENCRYPTED TRANSACTION

Bravo Italian Cucina  
401 The Bridge St NW  
Huntsville, AL 35806  
Ph: (256) 971-9725  
Fax: (256) 971-9726

Welcome to Chick-fil-A  
Whitesburg Drive (#00579)  
Huntsville, AL  
(256) 880-4080  
Operator: Heather Adams

4009 Miles R

Chk 1032 10 Gst 1  
Apr09'17  
\*\*\* Memo Check \*\*\*

Seat:1  
1 Calamari Ex.... 12.59  
Add Pomodoro  
PI-1\*1032\*188642  
1 Lylty Rewrd 0.00  
1 Diavolo No Diavolo 16.99  
Sauce Sub Marinara  
Add Spicy  
Subtotal 29.58  
Tax 2.66  
Total Due 32.24

MCALISTER'S AIRHOST

100 GLENN HEARN BLVD SW  
HUNTSVILLE, AL 35824  
901-767-3463

165396  
KEYONNA S 8  
Mon 04/10/17 5:46 PM 6  
Guest Num: 1 MCALISTERS

1 UNSWEET TEA 2.15  
1 NO LEMON -0.00

SubTotal 2.15  
Sales Tax 0.19

Total 2.34

CASH Amount Applied 2.34

CASH Tendered 50.00

Change 47.66

BEVERAGE 2.15

CUSTOMER COPY  
4/10/2017 2:05:56 PM  
DINE IN  
Order Number: 4292026

1 Meal-SpcyDlx+PJ 6.75  
SpcyDlx +PJ  
+ Pickles  
Fries LG 0.20  
Ck Zero LG 0.30  
1 CFA Sand 3.09  
+ Pickles  
Sub. Total: \$10.34  
Tax: \$0.93  
Total: \$11.27

Change \$0.00  
MasterCard: \$11.27  
Register:7 Tran Seq No: 4292026  
Cashier:Matthew

It was our pleasure serving you!  
Have a wonderful day.  
Like us on Facebook @

www.facebook.com/cfawhitesburgdrive &  
Follow us on Twitter @cfawhitesburgdr

MasterCard  
Card Num : XXXXXXXXXXXX3505  
Terminal : KA13349000007  
Approval : 140639  
Sequence : 057238

WHATASBURGER

Restaurant 550  
12806 I-435 North  
Live Oak, TX 78233  
(210)654-9405

General Manager - Anita Duran  
1-800-6Burger

4/11/2017 1:07:29 AM  
Order 523355 Cashier:

1 GCS-ML 7.09  
SUB MAYO 0.00  
EXTRA MAYO 0.00  
NO ZESTY 0.00  
1 LG FRIES 0.00  
1 L-TEA 0.00  
1 L-WHATASIZE 0.79

SubTotal 7.88  
Tax 0.65  
Total 8.53

Order 523355

2 Drive Thru

Thank you for visiting!

INSERT  
THIS END UP

SAN ANTONIO  
INTL. AIRPORT  
RECEIPT A44  
ENTRY TIME:  
04/05/17 06:00  
EXIT TIME:  
04/11/17 00:54  
PARK-DUR.: D:HRS:M  
5:18:54

AMOUNT: \$ 66.00

KIND OF PAYMENT:  
MASTERCARD  
XXXXXXXXXXXX3505

THANK YOU FOR YOUR

SALE Park

Arrived  
after  
12am  
on 4.11.17

PASSENGER TICKET AND BAGGAGE CHECK

ISSUED BY: AMERICAN AIRLINES

AMERICAN AIRLINES

LOZANOJR/ROBERTO

NOT VALID FOR\*\*  
TRANSPORTATION\*

ISSUED FOR: 01 UPT050LB 23KG AND62LI

FARE 25.00  
TAXES 0.00  
TOTAL 25.00

PASSENGER RECEIPT 1

ISS. AGENT NO. 10APR17

ISS. DATE 10APR17

ISS. TIME 10:00

ISS. LOCATION HUNTSVILLE

ISS. STATUS NOT VALID BEFORE - NOT VALID AFTER

ISS. TICKET 0017916381350

ISS. FARE CODE PERAMM

ISS. FARE 25.00

ISS. FARE PAID

ISS. FARE TYPE

ISS. FARE CONTROL NUMBER TX

ISS. FARE 00123075152074

ISS. FARE 0001 0278384705 1

3 AMERICAN AIRLINES  
REFUNDABLE ONLY WITH  
US RELATED FLIGHT CPN  
RETAIN THIS RECEIPT

American Airlines

LOZANOJR/ROBERTO

10APR

AA 252810SAT

AA 577710DFW

PNR: PEPAMM

SAN ANTONIO TX

8001786927

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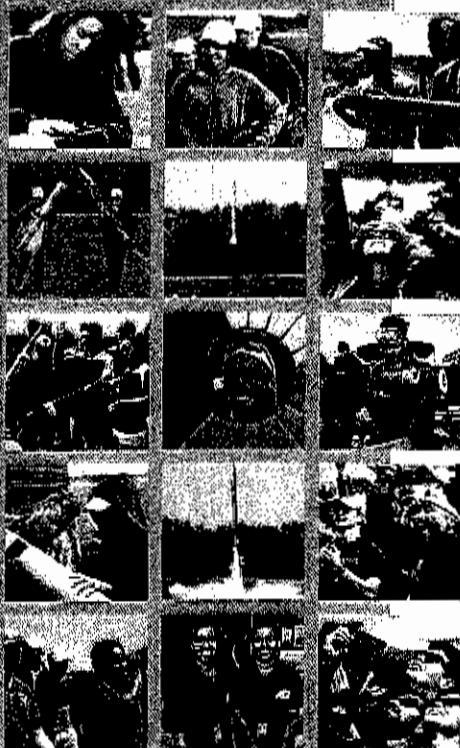
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National Aeronautics and  
Space Administration



# 2017 SL NASA Student Launch

## Rocket Fair

Friday, April 7

4-6:30 p.m.

Von Braun Center, East Hall

## Launch Day

Saturday, April 8

8 a.m.-till

Bragg Farms, Toney, AL

## Rain Date

Sunday, April 9

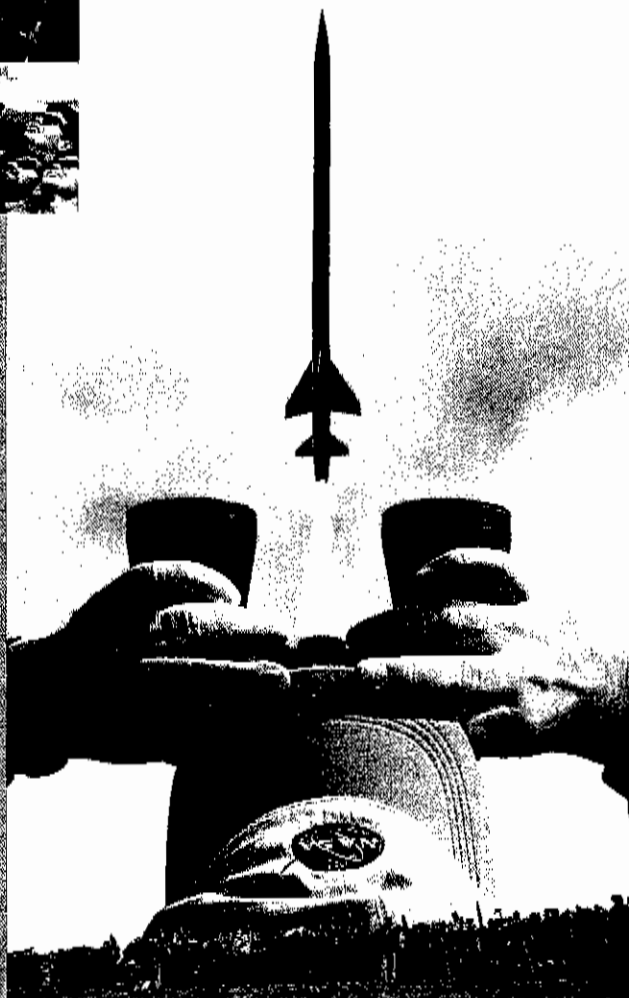
8 a.m.-till

Bragg Farms, Toney, AL

Sponsored by

**NASA**

**Orbital ATK**



**Rocket Fair** Fair Day: Friday, April 7 | Von Braun Center, East Hall | 4 p.m.–6:30 p.m.

### **NASA Student Launch (SL)**

Launch Day: Saturday, April 8 | Bragg Farms | Opening Ceremonies begin at 8 a.m.–till

### **Rain Date**

Launch Day: Sunday, April 9 | Bragg Farms | Opening Ceremonies begin at 8 a.m.–till

**Rocket fair and launch are free and open to the public.**

### **What is NASA Student Launch?**

The NASA Student Launch (SL) challenges middle school, high school, and college students in designing, building, and launching a reusable rocket to 1 mile above ground level (AGL) with scientific or engineering payloads. SL is an 8-month commitment requiring teams to submit a series of reports and reviews, develop a Web site, provide educational engagement in their local community and provide a timeline, a budget, and other requirements. The payload options are detailed below.

1. Student Launch Initiative (SLI): Middle and High School teams design a scientific or engineering payload of their choice.
2. University Student Launch Initiative (USLI): University and college teams choose from three options amongst a predetermined list of payloads. Payloads include landing detection and controlled landing, roll induction and counter roll, and fragile material protection.
  - The landing detection and controlled landing payload required teams to design an onboard camera system capable of identifying and differentiating between three randomly placed targets. Data from the camera system is analyzed in real time by a custom designed, on-board software package that identifies and differentiates between the three targets.
  - The roll induction and counter roll payload required teams to design a system that is capable of controlling a launch vehicle's roll post motor burnout. After the system has induced two rotations, it induces a counter rolling moment to halt all rolling motion for the remainder of launch vehicle ascent.
  - The fragile material protection payload required teams to design a container capable of protecting an object of an unknown material and of unknown size, shape, and quantity. The object(s) must survive throughout the entirety of the flight.

### **Is this project a contest?**

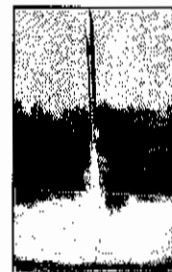
USLI: Yes. Each team is competing for various prizes including a grand prize of \$5,000 sponsored by Orbital ATK. Many of the university level awards will be announced at the Awards Banquet, but the Rookie Award and the Overall Winner will be announced after the final reports are scored.

SLI: No. Teams in this category must have competed and placed in the top 25 at the Team America Rocketry Challenge (TARC) to be eligible for NASA SL. However, peer-voted awards will be given at the Awards Banquet.

### **Information can be obtained from the following:**

- SL: <https://www.nasa.gov/education/slp>
- Katie Wallace at [katie.v.wallace@nasa.gov](mailto:katie.v.wallace@nasa.gov)
- Ian Bryant at [ian.i.bryant@nasa.gov](mailto:ian.i.bryant@nasa.gov)
- Fred Kepner at [fred.kepner@nasa.gov](mailto:fred.kepner@nasa.gov)
- Zach Koch at [zachary.a.koch@nasa.gov](mailto:zachary.a.koch@nasa.gov)

**Launch day information line: 256-426-8626**



## Student Launch Schedule

Date Times	Wednesday, April, 5th	Thursday, April, 6th	Friday, April, 7th	Saturday, April 8th	Sunday, April 9th
7:00am		Check-In 7:00 - 8:15 am		Arrive no earlier than 5:30 am	Rain Date
7:30am					
8:00am					
8:30am		Welcome - 8:30-10:00 am VBC East Hall Safety Speaker	Tours - 8:00am-12:00 pm Including Foreign National Tour	Launch - 8:00am - 2:30 pm Bragg Farms, Toney, AL	
9:00am			Breakout Sessions 9:00 - 11:45 am		
9:30am			Salon 3		
10:00am		Team Lead Meeting 10:30 - 11:30 am	Topics: SLS, Pathways, O-ATK		
10:30am					
11:00am					
11:30am					
12:00pm		Tours & Foreign National Badging 12:00-4:00 pm Breakout Sessions			
12:30pm		1:00-3:45 pm East Hall	LRR's (as needed) 1:00 - 3:00 PM		
1:00pm		Topics: Pathways, SLS, O-ATK	Embassy Suites, 2nd Floor		
1:30pm					
2:00pm					
2:30pm					
3:00pm					
3:30pm					
4:00pm					
4:30pm			Rocket Fair - 4:00 - 6:30 pm VBC, East Hall	Awards Ceremony - 4:00-6:30 pm U.S. Space and Rocket Center Davidson Center for Space Exploration	
5:00pm					
5:30pm					
6:00pm					
6:30pm		LRR's - 5:30-9:00 pm Embassy Suites, 2nd Floor			
7:00am	LRR's - 6:30 - 8:00 pm Embassy Suites, 2nd Floor		Punch List		
7:30am			Review - 7:00 - 8:00 pm Embassy Suites, 2nd Floor		
8:00pm					
8:30pm					
9:00pm					