



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 **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.



036200021693

Travel Reimbursement ID 21693 (Christina Moreno-004 Travel ID: 46781) Input by: Christina Moreno

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
04/11/2013	\$135.59	\$36.00	0	\$0.00	\$0.00		\$171.59
04/12/2013	\$0.00	\$5.94	0	\$0.00	\$0.00	mcdonalds	\$5.94
04/13/2013	\$0.00	\$16.69	0	\$0.00	\$95.00	gas	\$111.69
Total:	\$135.59	\$58.63	0	\$0.00	\$95.00		\$289.22

Total Expense: \$289.22

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$289.22

Account Code Information:

Account Code	Amount
	Total: \$0.00

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SALE RECEIPT

Store #17730 tk0 04/11/13 14:27:50
 Subway Sandwiches & Salads
 1020 South 5th
 Waco TX 76705
 254-753-7827

Trans# 230 Clerk 31 Dwr 1 TRDT 041113
 Receipt # 0000120421 Reg-ID drive-thru

ITEM	QTY	PRICE	MEMO	PLU
RST CHICK fr	1	T \$ 6.75		14735
HAM&CHEESE	1	T \$ 5.00		10225
BMT	fr	T \$ 6.75		10213

SUBTOTAL \$ 18.50
 Sales Tx \$ 1.53

TAKE-OUT **TOTAL \$ 20.03
 Cash AMT TEND \$ 20.03

CHANGE DUE \$ 0.00

THE OLIVE BRANCH
 215 S 2ND ST # 314
 WACO, TX 76701
 ph 254-757-0885

Thank You for Visiting

TABLE: D 24 - 1 Guest
 Your Server was JORDAN
 4/11/2013 7:05:51 PM - ID #: 0087009

ITEM	QTY	PRICE
Chicken Pesto Sandwich	1	\$8.95
Sweet Tea	1	\$1.75
Subtotal		\$10.70
Total Taxes		\$0.88
Grand Total		\$11.58
Amount Due:		\$11.58

BRING IN THIS RECEIPT FOR 20% OFF
 AT DINNER THIS WEEK!

THANK YOU FOR CHOOSING MCDONALD'S
FOR QUESTIONS COMMENTS OR CONCERNS
PLEASE CONTACT BRITTANY AT
254-753-2727 EXT 6
906 S 6TH ST
WACO
TX
76703

!!! THANK YOU !!!
TEL# 254 756 0831 Store# 2278

KS# 13 Apr. 12 '13 (Fri) 13:10

MFY SIDE 2 KVS Order 78

QTY	ITEM	TOTAL
1	10 McNUGGETS M.-LRG	5.49
2	BBQ SAUCE	
1	LRG HI-C ORANGE	

Discount - 1.00

Subtotal 5.49

Tax 0.45

Take-Out Total 5.94

Cashless 5.94

Change 0.00

MER# 48581902

CARD ISSUER ACCOUNT#

Visa SALE *****8247

AUTHORIZATION CODE - 50VAR9 SEG# 555220

MCDONALD'S # 2278
THANK YOU FOR YOUR VISIT!



812 South 6th Street
Waco, TX
254-296-0380

CRISTINA2108676/1

Host: Ebonee 04/13/2013
Cashier: Cashier 4
CRISTINA2108676/1 3:04 PM
50006

zCup of Soup	3.49
zTaco Salad	6.89
zUnsweet Tea	1.85
Subtotal	12.23
Tax	1.01
Call-In Total	13.24
CASH	20.00
Change	6.76

Fresh & Healthy Catering!
Fruit Platters, Crisp Salads,
Veggie & Gluten Free Choices,
Soups and much more!
catering@thesaxtongroup.com
thesaxtongroup.com/catering



SAN MARCOS #92
F-3415

AUDELIA L SvrCk: 32 5:45p 04/13/13

1 SM BLIZZ, hawaiian 3.19

Sub Total: 3.19

Tax : 0.26

04/13 5:46p **TOTAL: 3.45**

WE HAVE FREE WIFI!!!

The access code is:
47f3b1cac2

TOTAL: 3.45

	AMT-TEND	CHANGE	TALLY
CASH	5.00	1.55	3.45

04/13/13 5:46p			3.45

THANK YOU-COME AGAIN
TO VALERO
CORNER STORE
CornerStore4U.com

TP48645458-001
VALERO 1376
901 S 5TH ST
WACO TX 76

DATE 04/13/13
TIME 3:36 PM

PREPAID FUEL RECEIPT

PUMP PRODUCT PPG
06 UNLD \$3.319

GALLONS FUEL TOTAL
12.051 \$48.00

Diesel Fuel Contains
Up To 5% Biodiesel
Or Renewable Diesel-
State Diesel Tax
\$0.19 per gallon

THANK YOU-COME AGAIN
TO VALERO
CORNER STORE
CornerStore4U.com

TP48644421-001 VALERO 1055
4801 WALZEM RD
SAN ANTONIO TX 78

Descr.	qty	amount
PREPAY CA #05		45.00

Subtotal		45.00
Tax		0.00
TOTAL		45.00
CASH \$		45.00

Corner Store 1055
4801 Walzem Rd.
San Antonio, TX

ST# 1055 TILL XXXX DR# 1 TRAN# 1013259
CSH: 23 04/13/13 19:09:37

THANK YOU-COME AGAIN
TO VALERO
CORNER STORE
CornerStore4U.com

TP48644421-001 VALERO 1055
4801 WALZEM RD
SAN ANTONIO TX 78

Descr.	qty	amount
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<CUSTOMER COPY>
PREPAY CA #05

10.00

Subtotal 10.00

Tax 0.00

TOTAL 10.00

CREDIT \$ 10.00

CARD TYPE: VISA
CARD NAME: CHRISTINA MORENO
ACCT NUMBER: XXXXXXXXXXXX2703
TRANS TYPE: SALE
APPROVAL: 01536B
INVOICE: 077484
AMOUNT: 10.00

APPROVED 01536B

Corner Store 1055
4801 Walzem Rd.
San Antonio, TX

ST# 1055 TILL XXXX DR# 1 TRAN# 1013270
CSH: 23 04/13/13 19:20:45