

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 jvlla5@neisd.net at the Accounting Department.



056200032662

Travel Reimbursement ID 32662 (Christina Moreno-408 Travel ID: 0) Input by: Andrea Smith

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
01/05/2018	\$94.97	\$0.00	241	\$131.35	\$0.00	Lodging paid by employee. Personal vehicle used.	\$226.32
01/06/2018	\$0.00	\$0.00	241	\$131.35	\$0.00	Lodging paid by employee.	\$131.35
Total:	\$94.97	\$0.00	482	\$262.70	\$0.00		\$357.67

Total Expense: \$357.67
 Less Advance: \$0.00
 Due NEISD/DUE Undersigned: \$357.67

Account Code Information:

Account Code	Amount
	Total: \$0.00

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01/06/18 12:53 PM

NiteVision 2017 R1 SP0 P7



LA QUINTA INN & SUITES WEBSTER - CLEARLAKE
520 W BAY AREA BLVD
WEBSTER, TX 77598
281-554-5290



MORENO, CHRISTINA
12210-MADRIGAL ST
SAN ANTONIO, TX 782335908
Company: L


Folio#: 0780158793
Room: 129
Arrival: 01/05/18
Departure: 01/06/18
Returns Club No : xxxx9536
Voucher/Ship/PO:





Trans #	Date	Description	Charges	Payments	Balance
592042	1/5/2018	CC PMT - VISA ... 2197	\$0.00	\$100.20	(\$100.20)
592085	1/5/2018	Rm: 129-User-Override	\$87.12	\$0.00	(\$13.08)
592086	1/5/2018	TAX - OCCUPANCY - CITY	\$7.85	\$0.00	(\$5.23)
592087	1/5/2018	TAX - OCCUPANCY - STATE	\$5.23	\$0.00	\$0.00
				Balance:	\$0.00


Signature:

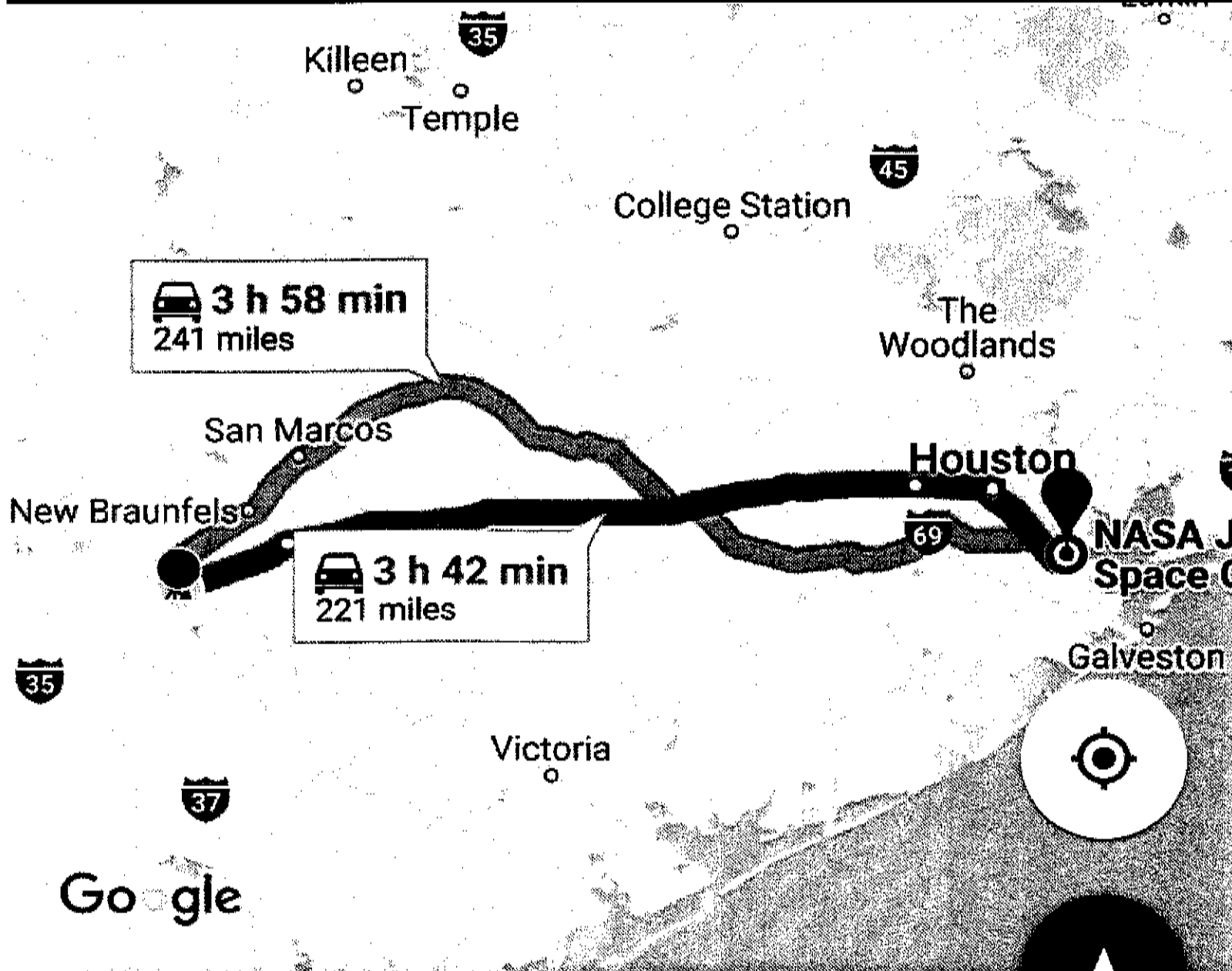
THANK YOU
WE APPRECIATE YOUR BUSINESS

 Your location 

NASA Johnson Space Center, 2101 N... 

 3 hr 42  1 day  3 days  1 day

 Leave now



3 h 42 min (221 miles)

Smith, Andrea

From: Lozano, Roberto
Sent: Tuesday, January 23, 2018 1:13 PM
To: Smith, Andrea
Subject: FW: IMG_0652.JPG
Attachments: IMG_0652.JPG; ATT00001.txt

FYI

Robert Lozano Jr.
Director of Engineering & Technologies Academy Roosevelt H.S.
5110 Walzem Rd.
San Antonio, TX 78218
rlozan1@neisd.net
210.356.2317
210.650.1227 (fax)

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On 1/8/18, 11:37 AM, "Moreno, Christina A" <cmoren1@neisd.net> wrote:

>

>The NASA SL team completed the final subscale model rocket over the
>Christmas break. The team traveled to Houston, Texas for flight test at
>the NASA launch field in Houston, Texas on January 6th 2018. The ETA
>NASA SL team successfully launched and recovered the subscale model.
>The team reported great altitude and data from the altimeters placed
>inside the rocket. The team will now be preparing for the January 28th,
>interview with NASA. Best of luck!