



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.



056200028848

Travel Reimbursement ID 28848 (Christina Moreno-408 Travel ID: 78658) Input by: Christina Moreno

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
05/12/2016	\$0.00	\$18.10	0	\$0.00	\$0.00	meals	\$18.10
05/13/2016	\$0.00	\$32.00	0	\$0.00	\$30.00	pizza hut /meals & metro card	\$62.00
05/14/2016	\$0.00	\$18.01	0	\$0.00	\$0.00	meals	\$18.01
05/15/2016	\$0.00	\$19.66	0	\$0.00	\$0.00	meals	\$19.66
05/16/2016	\$0.00	\$23.08	0	\$0.00	\$0.00	meals	\$23.08
Total:	\$0.00	\$110.85	0	\$0.00	\$30.00		\$140.85

Total Expense: \$140.85
Less Advance: \$0.00
Due NEISD/DUE Undersigned: \$140.85

Account Code Information:

Account Code	Amount
	Total: \$0.00



SmartTrip® Card with \$28 Stored Value
SKU: 130271000199



1X

Total* for this purchase:

Total \$30.00

May 13, 2016 Time: 06:30am

Cash: 30.00

Amount Due 0.00

Longhorn 5366

505 Fletcher Drive
Warrenton, VA 20185

Table 76

Nicole W

09:32:44 05/14/2016

Check #: 51654

Guest 1

Guest No.3

1 Tea Unsweet
1 Grilled Chicken D

2.99
13.49

Subtotal 16.48
Sales Tax 1.53

21:32:45 05/14/2016

Total 18.01

Cash

20.01

Amount Due 0.00
Change 2.00

Dine In

Explore Longhorn's bold NEW website!
Latest news, menu and more at:
www.longhornsteakhouse.com!

Michael Moore
Managing Partner

(540) 341-0392



***** REPRINT *****

PIZZA HUT
DINE-IN

Ticket # 0182

ENTERED BY
RASHAE

023518

TABLE # GUESTS
A1 1 09:34PM

05/13/16

01 1 Large

13.74

Half A:

Veg Lovr

Half B:

-4 GarlicBB

Cheese

Pepperoni

-4 GarlicBB

Family

Tus Chkn

Medium

Sft Drink

13.00

41.99

5.97

Subtotal 32.71
SALES TAX 3.27
Balance Due 35.98

Gratuity Not Included

In The Delivery Charge

19.99
\$32.00

CHANCE TO WIN!

FLIP OVER FOR A CHANCE TO WIN!

FLIP OVER FOR A CHANCE TO WIN!

FLI

Receipt No.: 25296	
Date: 5/13/16 Gyro Truck	
Description: #1 SP	Amount 11.00
Lunch Special Thank You!	SUBTOTAL 11.00
	DISCOUNT(S)
	TAX
	TOTAL 11.00
Truck Number# DC457-25811	Received by: Monica



Fuddrucker's # 7704
DOWNTOWN SILVERSPRINGS

ALEXANDRA

ORDER# 183

5590

Yanny

GUESTS 1

Dine In

1 Trky Burger

+ Mozzarella

+ Cheddar

W/ Reg Fries

+ Fnt. Drink

SUBTOTAL:

Sales Tax

Chatter

TOTAL:

MasterCard / [6960]

CLOSED

5/12/2016 9:13:02 PM

Restrooms Passcode

Mens - 7704

Womens - 7705

W/T - FI Passcode

Burgers \$3.3

Welcome to Dunkin' Donuts

Store #346246

9700 Alford Blvd Term A, Suite 174, San
5/12/2016 5:08:19 PM

Eat In
Order: 749

Register:

Cashier: Ronaldo D.

Tran Seq No: 1755749

Hot Choc MD Original

2.49

Sch. Total:

Tax:

Total:

Discount Total:

Change

Cash

\$0.05
\$2.75

\$2.70
\$0.00

Dinner

SHAKE SHACK

800 F Street NW

Host: Cecilia
506 ALEXANDER

05/15/2016
7:33 PM
40211

Chicken Shack (2 @6.29)

French fries

SM Soda

SM Sprite

Subtotal

Tax

To Stay Total

MasterCard #XXXXXXXXXXXX5503

Auth:09398Z

17.87
1.79

19.66

19.66

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--- Check Closed ---