

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.



056200030863

Travel Reimbursement ID 30863 (Roberto Lozano-408 Travel ID: 81657) Input by: Andrea Smith

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
03/15/2017	\$0.00	\$22.43	0	\$0.00	\$3.50	Lodging paid by SAF check. Other charges are toll road charges.	\$25.93
03/16/2017	\$0.00	\$9.50	0	\$0.00	\$0.00	Lodging paid SAF check.	\$9.50
03/17/2017	\$0.00	\$29.77	0	\$0.00	\$43.00	Other charges are for gas.	\$72.77
03/18/2017	\$0.00	\$36.00	0	\$0.00	\$29.75	Other charges are for gas and toll road.	\$65.75
Total:	\$0.00	\$97.70	0	\$0.00	\$76.25		\$173.95

Total Expense: \$173.95
 Less Advance: \$0.00
 Due NEISD/DUE Undersigned: \$173.95

Account Code Information:

Account Code	Amount
	Total: \$0.00

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HARRIS COUNTY
TOLL ROAD
AUTHORITY

Central Plaza

Lane 4803

Fare Paid -- \$1.75

03:15:40 PM
03/15/2017

Have a nice day!

HARRIS COUNTY
TOLL ROAD
AUTHORITY

South Plaza

Lane 4703

Fare Paid -- \$1.75

03:26:33 PM
03/15/2017

Have a nice day!

CORNER STORE
CornerStore4U.com

DELIGHT MORE
CUSTOMERS EVERY DAY

TP48646523-001
CORNER STORE 2091
7702 BELLAIRE
HOUSTON TX 77

DATE 03/17/17
TIME 7:13 PM
AUTH# 463263
PIN USED

DEBIT

PUMP PRODUCT PPG
07 UNLD \$2.099

GALLONS FUEL TOTAL
20.484 \$43.00

Corner Store 2091
7702 Bellaire
Houston TX
State Diesel Tax
\$0.19 per gallon

WELCOME

TP48644421-001
CORNER STORE 1055
4801 WALZEM RD
SAN ANTONIO TX 7821

DATE 03/18/17
TIME 7:53 PM
AUTH# 476682
PIN USED

DEBIT

PUMP PRODUCT PPG
13 UNLD \$1.999

GALLONS FUEL TOTAL
14.006 \$28.00

THANK YOU
HAVE A NICE DAY

HARRIS COUNTY
TOLL ROAD
AUTHORITY

South Plaza

Lane 4717

Fare Paid -- \$1.75

03:57:21 PM
03/18/2017

Have a nice day!



TAQUERIA LA TAPATIA

DATE 03/15/2017 WED TIME 08:55

TACOS T1	\$1.19
TACOS T1	\$0.35
TACOS T1	\$1.79
TACOS T1	\$1.39
DRINKS T1	\$1.85
TAX1	\$0.54
TOTAL	\$7.11
CASH	\$7.11
CLERK 1	288582 00000

BUC-EE'S
10070 West IH-10
Luling TX

FRITOS ORIG XXVL	\$1.69
TRU SLCD BRSTK BBQ SAND	\$7.31
FDG 1 PCE	\$3.59
44OZ FOUNTAIN	\$1.69
Sub Total	\$14.28
Tax	\$1.04
Total	\$15.32
Debit:	\$15.32
Change	\$0.00

Debit
Card Num : (S) XXXXXXXXXXXX3505
Terminal : 800000033614101
Approval :
Trace : 00091865

(979)-238-6390
POS: 33 Cashier: Nate, Ree
3/15/2017 12:03:08 TRAN:85899



WHATABURGER

Restaurant 1019
8134 W Sam Houston S Pkwy
Houston, TX 77072
(281)495-9384

General Manager - Samuel Ambriz
1-800-6Burger

3/16/2017 8:30:31 PM
Order 967541 Cashier: Melissa M

1 MONTEREY MELT WHATAMEAL	7.99
*****	0.00
ADD LETTUCE	0.00
ADD PICKLES	0.00
ADD MAYO	0.00
*****	0.00
FRIES	0.00
DRINK	0.00
WHATASIZE TO LG	0.79

SubTotal	8.78
Tax	0.72
Total	9.50

Master Card 9.50

Acct:XXXXXXXX3505

Approval:203112

Guadalajara Mexican Grille

2925 SW Freeway
Houston, TX 77098
Phone:(713) 942-0772
www.guad.com

Ord #98 3/17/2017 6:29 PM
Dine In Table#18

Empl:Edson B.

1 Pollo Margarita	17.95
Hacienda Rice	
Black Beans	
1 Quesadillas	16.95
Beef	
1 Quesadillas	16.95
Beef	
1 Ice Tea	2.75

Subtotal	54.60
Tax	4.50
Total	59.10

MC 3505 Payment 59.10

Tip

Wendy's Restaurant #00000438/
10780 Westheimer
Houston TX 77042
(713) 784-4150

#3416

Host: Iran
Cashier: Olivetta
#3416

03/17/2017

10:04 PM

40322

Order Type: PUW

LARGE COMBO
Double Cheese
Large Fries
CMB LG FREESTYLE
Diet Coke
-Orange

Total Items 3

Tax

PUW Total

Mastercard #XXXXXXXXXX3505
Auth:220518



12201 Westheimer Rd
Houston, TX 77077
(281) 497-7907

130 Sierra

Chk 3221 ROBERT Gst 1
Mar18'17 01:02PM

Dine In

1 CANIAC COMBO	10.99
REGULAR	
LG FOUNTAIN DRNK	
1 TOAST	0.79
Cash	100.75
Subtotal	11.78
TAX	0.97
Payment	12.75
Change Due	88.00

* * Customer's Copy * *

BUC-EE'S
10070 West IH-10
Luling TX

ORDER #538	
KOL STRWB CRM CHSE	2 \$2.58
KOL APL	2 \$2.58
MASTER TRAM	
H CNTRY PPR BF JRKY	\$7.54
H CNTRY TRKY STRIPS	\$13.19
VENISON & PRK DRIED RIN	\$7.62
Sub Total	\$33.51
Tax	\$0.00
Total	\$33.51
Master Card:	\$33.51
Change	\$0.00

Master Card
Card Num : (S) XXXXXXXXXX3505
Terminal : 80000033614101
Approval : 181310

(979)-238-6390
POS: 33 Cashier: Jessica,
3/18/2017 18:12:31 TRAN:66637