

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.



036200031226

Travel Reimbursement ID 31226 (Roberto Lozano-408 Travel ID: 0) Input by: Andrea Smith

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
04/08/2017	\$1,433.80	\$0.00	0	\$0.00	\$0.00	Reimbursing SAF account for hotel rooms for Grizelda Gentry, Josh Beck, Albert Chang, Rick Saldana and Jaime Rich.	\$1,433.80
Total:	\$1,433.80	\$0.00	0	\$0.00	\$0.00		\$1,433.80

Total Expense: \$1,433.80

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$1,433.80

Account Code Information:

Account Code	Amount
	Total: \$0.00

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865.673 TEC

ROBERTO LOZANO JR

646

4-27-17

Date

Pay to the order of E.T.A. \$ 1433.00

One Thousand Four Hundred & Thirty Three Dollars ⁰⁰/₁₀₀

SACU

The Official Credit Union of the San Antonio Spurs

For TSA - Waco

Signature

10646

153140882841

Security Features Details on Back

Deposit For: 408-ETA @ Roosevelt - Campus/Student Activity

Commercial Bank: Wells Fargo Bank

Branch #: 121000248

Account #: 4128865730

Deposit #: 9

Reference #:

Checks		
Amount On Checks	Quantity	Total In Each Bundle
\$50.00	21	\$1,050.00
\$75.00	13	\$975.00
\$120.00	1	\$120.00
\$125.00	1	\$125.00
\$210.00	1	\$210.00
\$250.00	11	\$2,750.00
✓ \$597.06	1	\$597.06
✓ \$614.94	1	\$614.94
✓ \$1,038.30	1	\$1,038.30
✓ \$1,433.80	1	\$1,433.80
Total:	52	\$8,914.10

Bills		
	Quantity	Amount
\$1.00	20	\$20.00
\$2.00		
\$5.00	14	\$70.00
\$10.00	8	\$80.00
\$20.00	58	\$1,160.00
\$50.00	5	\$250.00
\$100.00	7	\$700.00
Total:		\$2,280.00

Loose Coins		
	Quantity	Amount
\$0.01		
\$0.05		
\$0.10		
\$0.25		
\$0.50		
\$1.00		
Total:		\$0.00

Robert Lozano
Hotel Stay for
ETA Staff

SUMMARY

Bill Total: \$2,280.00

Total Loose Coin: \$0.00

Coin Total: \$0.00

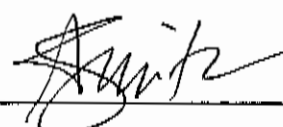
Total Cash: \$2,280.00

Total Checks: \$8,914.10

TOTAL DEPOSIT: \$11,194.10

05/10/2017

Date


 Authorized Signature

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Residence Inn by Marriott
Waco

501 S University Parks Dr
Waco, TX 76706
T 254.714.1386

Mrs. Gentry Roosevelt-Hs
5110 Walzen Road
San Antonio, TX 78218
Roosevelt High School Tsa

Room: 210
Room Type: STKG
Number of Guests: 1
Rate: \$134.00 Clerk: TAT
Folio Number: 51733

Arrive: 06Apr17 Time: 02:12PM Depart: 08Apr17

Date	Description	Charges	Credits
06Apr17	Advance Deposit		286.76
06Apr17	Rm Chg STDO T1 Group	134.00	
06Apr17	Occupancy Sales Tax	9.38	
07Apr17	Rm Chg STDO T1 Group	134.00	
07Apr17	Occupancy Sales Tax	9.38	
Balance:		0.00	

Rewards Account # XXXXX5157. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

A \$250 recovery fee may be added if you smoke in the room. A \$100 fee may be added if you have a pet in the room.

As requested, a final copy of your bill will be emailed to you at:
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501 S University Parks Dr
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Josh Beck Roosevelt-His
5110 Walzen Road
San Antonio TX 78218
Roosevelt High School Tsa

Room: 200
Room Type: STKG
Number of Guests: 1
Rate: \$134.00 Clerk: TAT

Arrive: 06Apr17 Time: 02:11PM Depart: 08Apr17 Time: 09:01AM Folio Number: 51731

Date	Description	Charges	Credits
06Apr17	Advance Deposit		286.76
06Apr17	Rm Chg STDO T1 Group	134.00	
06Apr17	Occupancy Sales Tax	9.38	
07Apr17	Rm Chg STDO T1 Group	134.00	
07Apr17	Occupancy Sales Tax	9.38	
	Balance:	0.00	

Rewards Account # XXXXX5157. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

A \$250 recovery fee may be added if you smoke in the room. A \$100 fee may be added if you have a pet in the room.

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Albert Chang Roosevelt-Hs
5110 Walzen Road
San Antonio TX 78218
Roosevelt High School Tsa

Room: 211
Room Type: STKG
Number of Guests: 1
Rate: \$134.00 Clerk: TAT

Arrive: 06Apr17 Time: 02:12PM Depart: 08Apr17 Time: 09:03AM Folio Number: 51734

Date	Description	Charges	Credits
06Apr17	Advance Deposit		286.76
06Apr17	Rm Chg STDO T1 Group	134.00	
06Apr17	Occupancy Sales Tax	9.38	
07Apr17	Rm Chg STDO T1 Group	134.00	
07Apr17	Occupancy Sales Tax	9.38	
Balance:		0.00	

Rewards Account # XXXXX5157. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

A \$250 recovery fee may be added if you smoke in the room. A \$100 fee may be added if you have a pet in the room.

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501 S University Parks Dr
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Rick Saldana Roosevelt-hs
5110 Walzen Road
San Antonio TX 78218
Roosevelt High School Tsa

Room: 216

Room Type: STKG

Number of Guests: 1

Rate: \$134.00

Clerk: TAT

Arrive: 06Apr17

Time: 02:12PM

Depart: 08Apr17

Time: 09:03AM

Folio Number: 51735

Date	Description	Charges	Credits
06Apr17	Advance Deposit		286.76
06Apr17	Rm Chg STDO T1 Group	134.00	
06Apr17	Occupancy Sales Tax	9.38	
07Apr17	Rm Chg STDO T1 Group	134.00	
07Apr17	Occupancy Sales Tax	9.38	
	Balance:	0.00	

Rewards Account # XXXXX5157. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

A \$250 recovery fee may be added if you smoke in the room. A \$100 fee may be added if you have a pet in the room.

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501 S University Parks Dr
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Jamie Rich Roosevelt-hs
5110 Walzen Road
San Antonio TX 78218
Roosevelt High School Tsa

Room: 201
Room Type: STKG
Number of Guests: 1
Rate: \$134.00 Clerk: TAT
Folio Number: 51732

Arrive: 06Apr17 Time: 02:11PM Depart: 08Apr17

Time: 09:02AM

Date	Description	Charges	Credits
06Apr17	Advance Deposit		286.76
06Apr17	Rm Chg STDO T1 Group	134.00	
06Apr17	Occupancy Sales Tax	9.38	
07Apr17	Rm Chg STDO T1 Group	134.00	
07Apr17	Occupancy Sales Tax	9.38	
	Balance:	0.00	

Rewards Account # XXXXX5157. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

A \$250 recovery fee may be added if you smoke in the room. A \$100 fee may be added if you have a pet in the room.

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