

FaxCover

Page 1 of 1



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, i.e. 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.



036200029337

Travel Reimbursement ID 29537 (Christina Moreno-408 Travel ID: 0) Input by: Andrea Smith

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
07/27/2016	\$0.00	\$9.77	0	\$0.00	\$0.00	Lodging was paid by teacher stipend	\$9.77
07/28/2016	\$0.00	\$37.61	0	\$0.00	\$0.00	Lodging was paid by teacher stipend	\$37.61
07/29/2016	\$0.00	\$16.50	0	\$0.00	\$0.00	Lodging was paid by teacher stipend	\$16.50
07/30/2016	\$0.00	\$46.04	0	\$0.00	\$55.00	Parking at airport is other charge	\$101.04
Total:	\$0.00	\$109.92	0	\$0.00	\$55.00		\$164.92

Total Expense: \$164.92
 Less Advance: \$0.00
 Due NEISD/DUE Undersigned: \$164.92

Account Code Information:

Account Code	Amount
	Total: \$0.00

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Smith, Andrea

From: Moreno, Christina A
Sent: Wednesday, June 08, 2016 1:10 PM
To:
Cc: Smith, Andrea
Subject: FW: NASA Advanced Rocketry Workshop Invitation

Follow Up Flag: Follow up
Flag Status: Flagged

From: Moreno, Christina A
Sent: Tuesday, June 07, 2016 5:13 PM
To: mario My First Ex Husband Moreno
Subject: Fwd: NASA Advanced Rocketry Workshop Invitation

Sent from my iPhone

Begin forwarded message:

From: "Clift, Julie D. (MSFC-HS30)" <julie.d.clift@nasa.gov>
Date: June 2, 2016 at 10:28:59 AM CDT
To: "Moreno, Christina A" <cmoren1@neisd.net>
Cc: "Tapia, Victor Joel (MSFC-CS30)[PARAGON TEC]" <victor.j.cabezas-tapia@nasa.gov>, "Kepner, Frederick R. (MSFC-HS30)[Aetos Systems Inc]" <fred.kepner@nasa.gov>, "Bryant, Ian L. (MSFC-HS30)[ESSSA]" <ian.l.bryant@nasa.gov>, "Koch, Zachary A. (MSFC-QD12)[Bastion Technologies, Inc.]" <zachary.a.koch@nasa.gov>, "WALLACE, KATIE VEAL (MSFC-HS30)" <katie.v.wallace@nasa.gov>
Subject: RE: NASA Advanced Rocketry Workshop Invitation

Hi Christina,

Great! We look forward to having you at the workshop. We will be providing additional information soon on the event.

Thanks,
Julie

Julie D. Clift
NASA MSFC Academic Affairs Office
Mail Code: HS30
Huntsville, AL 35812
[o] 256.961.1334

www.nasa.gov

From: Moreno, Christina A [mailto:cmoren1@neisd.net]
Sent: Thursday, May 26, 2016 5:29 PM
To: Clift, Julie D. (MSFC-HS30) <julie.d.clift@nasa.gov>
Subject: RE: NASA Advanced Rocketry Workshop Invitation

Yes, I'm interested in attending. Team: 16-2203
Engineering and Technologies Academy in San Antonio, Texas
Christina Alexandra Moreno- Teacher/Rocketry Sponsor

From: Clift, Julie D. (MSFC-HS30) [mailto:julie.d.clift@nasa.gov]
Sent: Thursday, May 26, 2016 2:47 PM
Cc: Clift, Julie D. (MSFC-HS30) <julie.d.clift@nasa.gov>; Bryant, Ian L. (MSFC-HS30)[ESSSA] <ian.l.bryant@nasa.gov>; Kepner, Frederick R. (MSFC-HS30)[Aetos Systems Inc] <fred.kepner@nasa.gov>; WALLACE, KATIE VEAL (MSFC-HS30) <katie.v.wallace@nasa.gov>; Koch, Zachary A. (MSFC-QD35)[Bastion Technologies, Inc.] <zachary.a.koch@nasa.gov>; Tapia, Victor Joel (MSFC-CS30)[PARAGON TEC] <victor.j.cabezas-tapia@nasa.gov>
Subject: NASA Advanced Rocketry Workshop Invitation
Importance: High

Dear Top 25 TARC Teams,

Congratulations on your accomplishment! Your team has demonstrated advanced skills in rocketry and engineering. We'd like to challenge your team with the opportunity to propose for the 2016-2017 NASA Student Launch (SL).

I know several of you have heard about SL and are anxiously awaiting details about this summer's NASA Advanced Rocketry Workshop. We would like to invite one teacher or mentor to attend. The workshop will provide detailed information about the middle/high school component of the 2016-2017 NASA Student Launch. In addition, we have a number of speakers who will provide information on high-powered rocketry to include building your own rocket and attempting a Level 1 National Association of Rocketry (NAR) High Power Rocketry certification. We will be partnering with the Huntsville Area Rocketry Association (HARA) for these events.

During your time with us, you will: learn more about rockets, tour Marshall Space Flight Center, speak with NASA engineers and safety personnel, learn how to propose to participate in the 2016-2017 NASA Student Launch, speak with experienced SL past participants, and many other great things.

NASA Advanced Rocketry Workshop

Dates: July 27-30, 2016

Location: Huntsville, Alabama (launch location will be Manchester, TN). The instruction will take place at one of two locations, either: our facilities located on the grounds of the US Space and Rocket Center or the host hotel (depending on the number of participants).

Registration:

Please respond to this email regarding your attendance and the team you are representing. Please RSVP no later than June 1, 2016.

Host Hotel:

For the workshop, we are working to book a block of rooms under the group name of "NASA Advanced Rocketry Workshop" (from 7/27/16 - 7/30/16). Hotel information has not yet been finalized. We will be sending location and rate/booking info when the hotel is ready to take your reservations.

For any hotel related questions, please contact Fred Kepner at: fred.kepner@nasa.gov

Stipend:

A stipend for \$1,000 will be provided to one teacher or mentor attending the workshop for the qualifying team. The stipend should cover most if not all of your travel expenses.

In order to receive the stipend, the team representative must complete and submit the attached W-9 form. Because this form contains sensitive personal information, we have special submission requirements. The form may be faxed or emailed to us. If faxing the document, include the attached Sensitive But Unclassified (SBU) cover page and send to 256-544-5820 at the attention of Fred Kepner. Complete the SBU cover page by checking "Other" and writing "Private information" on the accompanying lines. List your name in the field "SBU Designation Applied By" and the name of your school/organization after "Organization". If emailing the document, include the SBU cover page as an additional attachment. The W-9 must be encrypted with a password and the password must be sent to us in a separate email. The W-9 should be sent to Fred.Kepner@nasa.gov only. The stipend check may be issued to the school/organization or directly to the team representative. Schools/organizations must include the appropriate EIN on the W-9 and the person completing the form must sign it. Individuals receiving stipends must include their Social Security Number on the W-9 as well as their signature. If provided to the individual, this will impact your annual taxes. Please direct any stipend questions to Fred Kepner (256-544-4761 or by email).

Anticipated Schedule of Events:

Wednesday, July 27th - Day 1: Travel to Huntsville day. Welcome and Student Launch discussion at 3pm at workshop facility.

Thursday, July 28th - Day 2: Student Launch Discussion/Rocket Building/Tours of MSFC.

Friday, July 29th - Day 3: Rocket Building/Student Launch Discussion

Saturday, July 30th - Day 4: Launch Day at Manchester, TN.

Sunday, July 31st - Day 5: Travel home day.

NOTE: Transportation will be provided for the activities listed on days 2 and 4 for the tours and launch site.

Tours will require a valid driver's license or US passport.

Meals:

Meals are not provided, but meal breaks will be built into the schedule. Food is available at several nearby fast food establishments and restaurants. These are too far to walk, but our host hotel may be able to provide transportation if you do not have your own.

Foreign Nationals:

Foreign Nationals may participate in the workshop, however, will not be able to participate in the tours of Marshall Space Flight Center because it is located on a military base.

Important Note:

In order to be eligible to participate in the 2016-2017 NASA Student Launch, one educator or mentor must attend the workshop. Please send me an email confirming you received this information.

Often times, a member of the SL team will be out of the office. When submitting questions, please be sure to send to all five points of contact below.

Thank you,

Julie, Katie, Ian, Zach, and Fred

Julie Clift – SL Middle/High Lead: julie.d.clift@nasa.gov

Katie Wallace – SL College/University Lead: Katie.v.wallace@nasa.gov

Ian Bryant – SL Technical Coordinator: ian.i.bryant@nasa.gov

Zach Koch – SL Safety Engineer: zachary.a.koch@nasa.gov

Fred Kepner – SL Logistics Coordinator: fred.kepner@nasa.gov

Moreno Paid

MORENO, ALEXANDRA



EMBASSY SUITES
HOTELS

EMBASSY SUITES HOTEL & SPA - HUNTSVILLE
800 MONROE STREET SW
HUNTSVILLE, AL 35801
United States of America
TELEPHONE 256-539-7373 • FAX 256-539-7374
Reservations
www.hilton.com or 1 800 HILTONS

UNITED STATES OF AMERICA

Room No: 830/TDBN
Arrival Date: 7/27/2016 2:20:00 PM
Departure Date: 7/31/2016 2:35:00 PM
Adult/Child: 1/0
Cashier ID: DFAZZINGO
Room Rate: 99.00
AL:
HH # 311276183 BLUE
VAT #
Folio No/Che 550462 A

Confirmation Number: 81715693

EMBASSY SUITES HOTEL & SPA - HUNTSVILLE 7/31/2016 2:35:00 PM

DATE	REF NO	DESCRIPTION	CHARGES
7/27/2016	2613208	PARKING	\$6.78
7/27/2016	2613209	GUEST ROOM	\$99.00
7/27/2016	2613209	CITY LODGING TAX-RM	\$6.93
7/27/2016	2613209	COUNTY LODGING TAX-RM	\$0.99
7/27/2016	2613209	STATE LODGING TAX-RM	\$4.95
7/27/2016	2613209	CITY OCCUPANCY TAX-RM	\$1.00
7/28/2016	2613814	PARKING	\$6.78
7/28/2016	2613815	GUEST ROOM	\$99.00
7/28/2016	2613815	CITY LODGING TAX-RM	\$6.93
7/28/2016	2613815	COUNTY LODGING TAX-RM	\$0.99
7/28/2016	2613815	STATE LODGING TAX-RM	\$4.95
7/28/2016	2613815	CITY OCCUPANCY TAX-RM	\$1.00
7/29/2016	2614505	PARKING	\$6.78
7/29/2016	2614506	GUEST ROOM	\$99.00
7/29/2016	2614506	CITY LODGING TAX-RM	\$6.93
7/29/2016	2614506	COUNTY LODGING TAX-RM	\$0.99
7/29/2016	2614506	STATE LODGING TAX-RM	\$4.95
7/29/2016	2614506	CITY OCCUPANCY TAX-RM	\$1.00
7/30/2016	2614783	WATER	\$3.25
7/30/2016	2614784	WATER	\$3.25
7/30/2016	2615154	PARKING	\$6.78
7/30/2016	2615155	GUEST ROOM	\$99.00
7/30/2016	2615155	CITY LODGING TAX-RM	\$6.93
7/30/2016	2615155	COUNTY LODGING TAX-RM	\$0.99
7/30/2016	2615155	STATE LODGING TAX-RM	\$4.95
7/30/2016	2615155	CITY OCCUPANCY TAX-RM	\$1.00

MORENO, ALEXANDRA

Room No: 830/TDBN
 Arrival Date: 7/27/2016 2:20:00 PM
 Departure Date: 7/31/2016 2:35:00 PM
 Adult/Child: 1/0
 Cashier ID: DFAZZINGO
 Room Rate: 99.00
 AL:
 HH #: 311276183 BLUE
 VAT #
 Folio No/Che: 550482 A

UNITED STATES OF AMERICA



Confirmation Number:

EMBASSY SUITES HOTEL & SPA - HUNTSVILLE 7/31/2016 2:35:00 PM

DATE	REF NO	DESCRIPTION	CHARGES
7/31/2016	2615441	VS *4473	(\$485.10)
BALANCE			\$0.00

EXPENSE REPORT SUMMARY

	7/27/2016	7/28/2016	7/29/2016	7/30/2016
ROOM AND TAX	\$112.87	\$112.87	\$112.87	\$112.87
MISCELLANEOUS	\$6.78	\$6.78	\$6.78	\$13.28
DAILY TOTAL	\$119.65	\$119.65	\$119.65	\$126.15

EXPENSE REPORT SUMMARY

	STAY TOTAL
ROOM AND TAX	\$451.48
MISCELLANEOUS	\$33.62
DAILY TOTAL	\$485.10

You have earned approximately 4296 Hilton HHonors points for this stay. Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 3,900

Thank you for staying with us. Visit embassysuites.com for more information on hotel packages, subscribe to our E-announcements newsletter, or plan your next stay at close to 200 destinations.

CREDIT CARD DETAIL

APPR CODE	MERCHANT ID	41300470044
CARD NUMBER	EXP DATE	06/19
TRANSACTION ID	TRANS TYPE	Sale

UNITED 

Roundtrip (1 traveler)

Account Number:TS340714

Passenger: Christina Alexandra Moreno

Wed, July 27, 2016

SAT - HSV 5:30 am - 05:05 am

Sun, July 31, 2016

HSV - SAT 5:45 am - 5:25 am

Fare

\$411.16

1 adult (18-64) \$411.16

Taxes and fees

\$76.04

Total \$487.20

MC XXXXXXXXX-6960

Handwritten signature: Moreno
Handwritten signature: Paid

• • 0 • • CA

Hotel 485.10 +
 Flight 487.20 +
 972.30 *

972.30 +
 Spend 1,000.00 -
 27.70 *


WHATABURGER

WHATABURGER 1049
IAH - HOUSTON, TX
GUEST COMMENTS - 214-353-3959

Order

b1133200

225 CHANTAL

chk 3200 TABLE TENT: 91 Gst 0
JUL27'16 09:27AM

Carry Out

1 WMeal #7	4.82
SM FF	
SM DDP	
W.Burger JR	
No Onion	
XXXXXXXXXXXX6960	
Mc	5.22
Food	4.82
Tax	0.40
Payment	5.22

OPERATED BY



STARBUCKS COFFEE B SOUTH
GEORGE BUSH INTERCONTINENTAL

348499 Carolina

CHK 6257 GST 1

JUL27'16 6:47AM

TO GO

1 HOT CHOC G	3.55
ADD SOY	0.65

SUBTOTAL 4.20

TAX 0.35

AMOUNT PAID 4.55

XXXXXXXXXXXX6960

MASTERCARD 4.55

--348499 Closed JUL27 06:48AM--

PLEASE CONTACT 1-877-672-7467
OR CUSTOMERSERVICE@HMSHOST.COM
TO SHARE YOUR EXPERIENCE.

STOREID: IAHSTA12

RETURN TO ANY AIRPORT OR HMSHOST
TRAVEL PLAZA STARBUCKS TODAY FOR
A COLD GRANDE DRINK FOR \$2.50 +
TAX WHERE APPLICABLE. SAME DAY
PURCHASE ONLY, LAYOVER OR FINAL
DESTINATION. NOT VALID W/OTHER
OFFERS. NO CASH VALUE
VALID 7/12-7/31/16.

WASHINGTON SQUARE
101 Washington Street
256-704-5555

THU JULY 28, 2016
CHECK #393549-1
TABLE #31

1 ICE TEA	\$0.00
2 ICED TEA	\$4.00
1 Angus Burger	\$8.50
1 Swiss	\$1.00
1 Pepperoni Pizza	\$13.00
SUB-TOTAL	\$34.50
TAX	\$3.11
TOTAL	\$37.61

Time: 13:05 2 CUSTOMERS

Thank you for dining with us!
Come again soon!

YOU HAVE BEEN SERVED
BY : Lindsay N

13.00
2.00
15.00



BELOW THE RADAR
220 HOLMES AVE NE
Phone 256.469.6617

FRI JULY 29, 2016
CHECK #403782-1
TABLE #16
CUSTOMER # 3

1 ICE TEA	\$2.50
1 ICED TEA	\$2.50
1 SALAD COBB	\$14.00
1 =>ADD CHICKEN	
SUB-TOTAL	\$23.50
TAX	\$2.12
TOTAL	\$25.62

Gratuity Example: 20.00% \$5.12
Gratuity Example: 25.00% \$6.41

\$16.50

Time: 13:12 1 CUSTOMER
2 CHECKS

THANK YOU FOR CHOOSING
BELOW THE RADAR

YOU HAVE BEEN SERVED
BY : SARAH S.

RUTH'S CHRIS. STEAK HOUSE

800 Monroe Street
Huntsville, AL 35801
(256) 539-3930

420 Night Ba

Tbl 312/1 Chk 3102 Gst 0
Cali
Jul 30 '16 08:18PM

1 Sliders	14.00
1 Ribeye	11.00
1 Julienne Fries	9.00
Subtotal	34.00
Tax	3.06
09:00PM Total	37.06

For your convenience we are
providing the following
gratuity calculates:

18.00% is 6.12
20.00% is 6.80
22.00% is 7.48

INSERT
THIS END UP

SAN ANTONIO
INTL. AIRPORT
RECEIPT A44
ENTRY TIME:
07/27/16 04:03
EXIT TIME:
07/31/16 11:06
PARK-DUR.: D: HRS: M
4:07:03

AMOUNT:
\$ 55.00

KIND OF PAYMENT:

VISA

XXXXXXXXXXXX4473

XXXXXX 201

SAT Park

DATE 7/30/16
MID TERM499

TIME 1:34:42PM

Logans 499
205 Relco Drive
Manchester, TN
37355
931-723-7796

Thank You!!!!

Table 012

John

1 Ribeye 12 OZ. & Shrimp	20.99
Subtotal	20.99
Tax	2.05
TOTAL	23.04

HAVE A GREAT DAY!