



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 **210-805-1280** (INCLUDE AREA CODE) 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.



056200034410

Travel Reimbursement ID 34410 (Maria Gentry-004 Travel ID: 87987) Input by: Sonya Montano

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
09/28/2018	\$0.00	\$0.00	0	\$0.00	\$71.50	Reimbursement for Fuel - CTE Van was used for this event.	\$71.50
Total:	\$0.00	\$0.00	0	\$0.00	\$71.50		\$71.50

Total Expense: \$71.50

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$71.50

Account Code Information:

Account Code	Amount
199 - 23-408-22-408 - 6411 - 0000 - -	\$71.50
	Total: \$71.50

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Welcome to Shell
CORNER STORE
 CornerStore.com
 DELIGHT MORE CUSTOMERS
 EVERY DAY
 10000981002
 SHELL
 4825 WALZEM
 SAN ANTONIO TX 78218

< DUPLICATE RECEIPT >

Description	Qty	Amount
UNLD CR #01	12.2036	30.50
SELF @ 2.499/ G		
Subtotal		30.50
TOTAL		30.50
CREDIT \$		30.50

XXXXXXXXXXXXXXXXX1008
 SHELL COMM
 Swiped
 APPROVED
 AUTH # 028935
 INV # 157560

Please come again

Corner Store 3951
 4825 WALZEM
 SAN ANTONIO, TX 78247
 ST# 3951 TILL XXXX PR# 0 TRAN# 9010706
 CSH: 0 09/28/18 05:55:51

GAS Receipts for trip to
 A&M w/students 9/28/18
 Travel ID # 4578

7000 Hwy, A East
 Bastrop TX
 (979)-238-6300
 Term :
 0000000075500102
 Appr : 005725

PUMP No. 20
 GALLONS 16.405
 PRICE/G \$2.499
 TOTAL FUEL \$41.00
 Unleaded
 SALE
 Visa
 Card Num : (S)
 XXXXXXXXXXXXX2732

09/28/2018 17:29:28
 TOTAL SALE \$41.00
 9/28/2018
 5:32:28 PM

Diesel Fuel Contains
 Up to 5% Biodiesel
 Or Renewable Diesel
 State diesel tax
 \$0.19 per gallon