

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, 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.



056200032428

Travel Reimbursement ID 32428 (Maria Gentry-004 Travel ID: 84201) Input by: Andrea Smith

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
11/03/2017	\$0.00	\$0.00	0	\$0.00	\$45.50	Day trip. Other charge is for parking and gas for rental. PO# 804909-0-9033	\$45.50
Total:	\$0.00	\$0.00	0	\$0.00	\$45.50		\$45.50

Total Expense: \$45.50

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$45.50

Account Code Information:

Account Code	Amount
	Total: \$0.00

Copyright© 2005 North East Independent School District.

Welcome to Shell
CORNER STORE
 CornerStore.com
 DELIGHT MORE CUSTOMERS
 EVERY DAY
 10000961002
 SHELL
 4825 WALZEM
 SAN ANTONIO TX 78218

< DUPLICATE RECEIPT >

Description	Qty	Amount
UNLD CR #06	17.7576	35.50
SELF @ 1.999/ G		
Subtotal		35.50
TOTAL		35.50
CREDIT \$		35.50

XXXX XXXX XXXX 2732
 VISA
 Swiped
 APPROVED
 AUTH # 070436
 INV # 840983

 Bonus Savings
 Don't miss out on
 INSTANT GOLD STATUS!
 Join Fuel Rewards
 and save at least
 \$0.05/gal on every
 fuel purchase.
 Pick up a FREE card
 and register at
fuel.rewards.com/gold
 or download the Fuel
 Rewards app to join!

Please come again

Corner Store 3951
 4825 WALZEM
 SAN ANTONIO, TX 78247
 ST# 3951 TILL XXXX DR# 0 TRAN# 9063483
 CSH: 0 11/03/17 20:54:11

Texas A&M University Parking Receipt
 <=FacNm>

Entry: 11/03/17 09:02:43
 Exit: 11/03/17 15:47:59
 Cashier: 7217470
 Transient Exit 0301078648 (0 Days, 6 Hours
 , 45 Minutes)
 Fee 10.00

Total: 10.00

Visa 2732 10.00

Visa 10.00

Total Paid: 10.00

Change : 0.00

Questions or Comments call 979.862.7943
 TRANSPORT.TAMU.EDU



COLLEGE OF ENGINEERING
Access and Inclusion

ENGAGE FALL 2017 INVITATIONAL

Friday, November 3rd, 2017

8:45 a.m.	Arrive – Welcome to Texas A&M University! <i>Buses proceed to park on Throckmorton St. by Vice-President's White House</i>	
8:45 – 9:20 a.m.	Registration – <i>Access & Inclusion (A&I) Team</i>	EABA 108 620 Lamar St
9:30 – 10:00 a.m.	What is Engineering? - <i>Access & Inclusion (A&I) Team</i>	EABA 108
10:00 – 10:45 a.m.	Introduction to Corps of Cadets – <i>Col. Sam Hawes</i>	Corp of Cadets
10:45 – 12:00 p.m.	Engineering Challenges – <i>Access and Inclusion Ambassadors</i>	EABA 108
12:00 – 1:00 p.m.	Lunch at Duncan Dining Hall with A&I Ambassadors	Duncan Dining Hall
1:15 – 1:45 p.m.	Housing Tour – <i>Engineering Commons</i>	Commons
2:10 – 2:40 p.m.	Department Tours – <i>Ambassador Groups</i>	Various locations
2:40 – 3:30 p.m.	Bookstore/Library/Personal Choice Time	A&I Ambassador
3:30 p.m.	Departure –Thanks for Coming to Visit Us!	

Contact Numbers:

Engineering Academic & Student Affairs Office

979-845-7200