

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 jvlla5@neisd.net at the Accounting Department.



056200031614

Travel Reimbursement ID 31614 (Roberto Lozano-408 Travel ID: 82989) Input by: Andrea Smith

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
06/20/2017	\$0.00	\$42.56	0	\$0.00	\$0.00	Lodging paid by AMEX.	\$42.56
06/21/2017	\$0.00	\$14.89	0	\$0.00	\$0.00	Lodging paid by AMEX.	\$14.89
06/22/2017	\$0.00	\$32.68	0	\$0.00	\$0.00	Lodging paid by AMEX.	\$32.68
06/23/2017	\$0.00	\$46.47	0	\$0.00	\$0.00	Lodging paid by AMEX.	\$46.47
06/24/2017	\$0.00	\$40.69	0	\$0.00	\$0.00	Lodging paid by AMEX.	\$40.69
06/25/2017	\$0.00	\$56.20	0	\$0.00	\$66.00	Other charge is for parking.	\$122.20
Total:	\$0.00	\$233.49	0	\$0.00	\$66.00		\$299.49

Total Expense: \$299.49
 Less Advance: \$0.00
 Due NEISD/DUE Undersigned: \$299.49

Account Code Information:

Account Code	Amount
	Total: \$0.00

Copyright© 2005 North East Independent School District.

2017 National TSA Conference**Schedule at a Glance**

(Tentative)

TUESDAY, June 20, 2017

5:00PM — 6:00PM	TSA, Inc. Board of Directors Meeting/ National TSA Officers Dinner	St. John's 26
6:00PM — 8:30PM	TSA, Inc. Board of Directors Meeting	St. John's 24
8:00PM — 11:00PM	National TSA Officers Meeting	St. John's 25

WEDNESDAY, June 21, 2017

12:00PM — 7:00PM	Conference Check In	Panzacola Foyer
2:00PM — 3:00PM	CRC Managers Meeting	St. John's 22
3:00PM — 4:00PM	National TSA Officer Candidates Meeting	Gatlin Ballroom D
3:00PM — 4:00PM	Mandatory Competitive Event Coordinators Meeting	St. John's 26
4:00PM — 5:00PM	Advisors Welcome	Gatlin Ballroom D
5:00PM — 8:00PM	Competitive Events Check-In (for selected events)	Various Locations
6:00PM — 6:30PM	On Demand Video	Gatlin Ballroom D
6:30PM — 8:30PM	Competitive Event Check-In (for selected events)	Various Locations
9:00PM — 9:30PM	Required sign-up for presentation times	Various Locations
7:00PM — 8:00PM	TEAMS — Welcome	Gatlin Ballroom
7:30PM — 8:45PM	Conference Kick-Off!	Sebastian J
9:00PM — 11:00PM	State Delegation Meetings	Various Locations
12:00 Midnight	Curfew	

THURSDAY, June 22, 2017

7:15AM — 8:45AM	State Flag Representatives Meeting	Gatlin Ballroom D
8:00AM — 5:00PM	Information Desk Open	Panzacola Registration Desk
8:00AM — 8:00PM	TEAMS Competition	Various Locations
9:00AM — 11:00AM	Opening General Session (General Session I)	Gatlin Ballroom
11:30AM — 12:30PM	Advisor Update Meeting	Gatlin Ballroom D
11:30AM — 7:00PM	Competitive Events (selected events submit 7-8 AM)	Various Locations
11:30AM — 6:00PM	Special Interest Sessions	Various Locations
12:30PM — 2:30PM	State Advisor Forum	Sebastian I-1
1:00PM — 2:00PM	State Presidents Meeting	St. John's 25
3:00PM — 5:00PM	Submit Middle School Display Events	Sebastian J
4:00PM — 6:00PM	Submit High School Display Events	Sebastian J
5:00PM — 6:00PM	Alumni/ Graduating Senior Reception	Conway
6:00PM — 11:30PM	State Delegation Meetings	Various Locations
12:00 Midnight	Curfew	

FRIDAY, June 23, 2017

8:00AM — 5:00PM	Information Desk Open	Panzacola Registration Desk
8:00AM — 4:00PM	TEAMS Competition — Problem Solving	Sebastian I
9:00AM — 11:00AM	Recognition Assembly (General Session II)	Gatlin Ballroom
11:00AM — 7:00PM	Competitive Events	Various Locations
11:00AM — 6:00PM	Special Interest Sessions	Various Locations
11:30AM — 12:30PM	Advisor Update Meeting	Gatlin Ballroom D
11:30AM — 7:00PM	Competitive Events (selected events submit 7-8 AM)	Various Locations
1:00PM — 2:15PM	Professional Leadership Training — High School	Gatlin Ballroom D

1:00PM — 5:00PM	TSA Meet and Greet	Panzacola Foyer
3:00PM — 4:30PM	Professional Leadership Training — Advisors	Gatlin Ballroom D
5:30PM — 6:30PM	TSA Region 1-5 Meeting	
	Region 1	Gatlin A-1
	Region 2	Gatlin A-2
	Region 3	Gatlin A-3
	Region 4	Gatlin A-4
	Region 5	Gatlin E-5
7:00PM — 8:30PM	TEAMS — Awards Ceremony	Gatlin Ballroom
8:00PM — 11:30 PM	State Delegation Meetings	Various Locations
12:00 Midnight	Curfew	

SATURDAY, June 24, 2017

9:00AM — 5:00PM	Information Desk Open	Panzacola Registration Desk
8:30AM — 9:45AM	Professional Leadership Training — Middle School	Gatlin Ballroom D
8:30AM — 10:30AM	TSA, Inc. Corporate Board Annual Meeting	Suwanee 16
9:00AM — 7:00PM	Competitive Events	Various Locations
10:00AM — 10:45AM	LEAP Student Forum	Sandlake
11:00AM — 6:00PM	Special Interest Sessions	Various Locations
11:30AM — 12:30PM	Advisor Update Meeting	Gatlin Ballroom D
1:00PM — 1:45PM	CRC/Students Forum	Sandlake
1:00PM — 2:15PM	Professional Leadership Training — High School	Gatlin Ballroom D
1:45PM — 2:30PM	CRC/Advisors Forum	Sandlake
3:30PM — 4:30PM	TSA, Inc. Board of Directors Meeting (new board)	Suwanee 16
5:00PM — 5:30PM	Voting Delegate Seating	Gatlin Ballroom
7:00PM — 9:00PM	Annual Business Meeting (General Session III)	Gatlin Ballroom
12:00 Midnight	Curfew	

SUNDAY, June 25, 2017

8:00AM — 11:00AM	Awards Ceremony (General Session IV)	Gatlin Ballroom
12:00PM — 1:00PM	National TSA Officers Meeting (new officers)	St. John's 22

CHINESE 1
(770) 446-5555

STORE # FL-1783
8324 International Drive
Orlando, FL 32819
Phone (407) 730-2339

EAT IN

06/20/17 09:33PM

Order# 18

Unpaid

6/20/2017

12:42:06 PM

Order Id: AAAGRGBTACAW

33 - FIVE GUYS

Employee: Marion D

#左宗堂鷄# GEN. TSO CK 10.99

#鷄撈面 # CK LO M 9.99

加辣 X HOT 0.00

酸辣湯 HOT/S SOUP 1.09

蛋花湯 E/D SOUP 0.00

飲料 BEVERAGE 1.99 3.97

12.76

15.00

14.07

SUB-TOTAL: 26.00

SALES TAX: 1.00

TOTAL:

27.00

UNIVERSAL
ORLANDO RESORT

Confisco-123
Islands of Adventure
www.universalorlando.com

OPERATOR: Mark M. 7113 TABLE NUMBER: 36
CHECK NUMBER: 3-184 GUEST COUNT: 1

TRX RESUMED 0003 0195
SUSPENDED ON 6/20/2017 5:05:25 PM

***** Stored Order *****

Chicken Quesadilla 8.99
Diet Coke 3.29

SUBTOTAL 12.28
TAX 0.80
AMOUNT DUE 13.08

VF MASTER CARD PURCHASE 13.08 P
ACCOUNT NUMBER XXXXXXXXXXXX3505
AUTH: 160610
EPAY NO.: 381615250
CEM: S CEM: O

33

1 Bacon Cheeseburger \$8.79
Bacon \$0.00
All The Way \$0.00
Jalapeno Peppers \$0.00
1 Regular Soda \$2.49
1 Little Fry \$3.19

Sub Total \$14.47

Sales Tax \$0.94

Order Total \$15.41

MasterCard \$15.41

Card#: *****3505

Authorization: 114250

Icibiban Buffet5529 International Dr., Orlando, FL 32819
Tel:(407)930-8889 Fax:(407)985-3939**Buffet****SPLIT CHECK 3**06/21/17 07:53 PM **C6E 225**

Server: Ben Guest 3

Adult Dinner	11.99
Diet Pepsi	1.99

Subtotal: 13.98

Tax: 0.91

Total: 14.89**TIP NOT INCLUDED**

Reminding: We are not able to
revise any discount after credit
card payment processed.

THANK YOU!

BUBBALOU'S BODACIOUS BBQ - CONROY
5818 CONROY RD
ORLANDO, FL 32835
407-295-1212

Dine In #61

Server:	Tammy J.	06/22/2017
Receipt:	3846	12:50PM
Customer:	177	Register-

1 x Rib and Chicken Combo	14.99
1 x Beverage Large	2.49
2 x Pickles onions on side	0.50

Subtotal	17.98
Tax	1.17

Balance Due 19.15**Card 19.15**

Card Type: MasterCard
Card Number: XXXXXXXXXXXX3505
Card Holder: LOZANO JR/ROBERTO
Approval: 191969180



Welcome to Shingle Creek

6/22/2017 7:30

Check: 74104668

Cashier: Kenya

Regular Check

1 SJ Mocha Venti	5.75
Skim Milk	
1 Bagel Ham and Ch	6.95

Subtotal 12.70

Tax 0.83

Total 13.53

Master Card 13.53

XXXXXXXXXXXX3505
LOZANO JR/ROBERTO

GRAND TOTAL 13.53

T741 C189 6/22/2017 07:31

Thank you for dining with us.
Please come again.

EL POTRO MEXICAN REST
4666 S KIRKMAN RD
ORLANDO FL 32811
407-781-0395

Terminal ID: 01856124 2117

6/23/17 1:31 PM

MasterCard - INSERT
AID: A0000000041010
ACCT #: ****3505

CREDIT SALE

UID: 717415915006 REF #: 2125
BATCH #: 283 AUTH #: 123234

AMOUNT \$12.76

TIP \$ 2.00

TOTAL \$ 14.76

APPROVED

TC - B5E23EEA991DAEC8

CUSTOMER COPY

EL POTRO
MEXICAN RESTAURANT
4666 S. Kirkman Rd. Orlando FL 32811
Tel: 407-781-0395

9.99
1.99
11.99
6.5
0.78
12.76

CARRABBA'S

ITALIAN GRILL

International Drive Orlando, FL

(407) 351-5494

0263a-2 Table 44 #Party 1

DANIEL F SvrCk: 10 9:00p 06/23/17

Cold Beverage, unsweet iced tea 2.99
Mozzarella Marinara 9.99
Mediterranean Pasta Salad, up Marinara 16.79

Sub Total: 29.77

TAX: 1.94

9:49p TOTAL: 31.71

Join Dine Rewards & get up to

\$10 off your next visit!

Go to www.DINE-REWARDS.COM

today for full program details

Welcome to Dunkin Donuts/Baskin Robbins
Store # 353620
9898 International Dr Orlando, FL 32819
Phone # 407-351-6367

6/24/2017 10:12:44 AM

Eat In
Order: 045

Register:2 Tran Seq No: 323045

Cashier:jacqueline c

*****SALE*****

1 BnT 2Egg DbBcn AM TT 3.99
1 Ht Cof LG OrigBlnd 2.29
4 MochaSwrl
4 Cream
2 Splenda
1 Muffin 1.59

Sub. Total: \$7.87

Tax: \$0.51

Total: \$8.38

Discount Total: \$0.00

Change \$0.00

MasterCard: \$8.38

MasterCard

Card Num : XXXXXXXXXXXX3505

Terminal : 0001



Welcome to Shingle Creek

6/24/2017 16:02

Order#:9907

Check: 71902069

Cashier: Fernando

Regular Check
1 Salad Special 12.50
18M GrillChicken [2.00]

Subtotal 12.50

Tax 0.81

Total 13.31

HEADWATERS

LOUNGE

Welcome to Shingle Creek

6/24/2017 23:17

=====

Check: 72651933

Server: Tuan

Cashier: Tuan

Table:

Covers: 0

=====

Regular Check

1 Fountain Soda	2.50
1 Chicken Nachos	15.50
1 Fish Tacos	16.50
Subtotal	34.50
Tax	2.24
Tip	0.00
Total	36.74

19.00

Smoothie Java

ROFFEE BAR

Welcome to Shingle Creek

6/25/2017 9:40

=====

Check: 74106111

Cashier: Maria

=====

Regular Check

1 Muffin 3.50

1 SJ Mocha Venti 5.75

Subtotal 9.25

Tax 0.60

Total 9.85

Master Card 9.85

XXXXXXXXXXXX3505

LOZANO JR/ROBERTO

GRAND TOTAL 9.85

International Drive Orlando, FL
(407) 351-5494

0005 Table 14 #Party 1
ANIEL F SvrCk: 3 12:04p 06/25/17

alamari	11.29
reate Pasta Shrimp, cp marinara	16.79
old Beverage, coke	2.99

Sub Total:	31.07
TAX	2.02
6/25 12:38p TOTAL:	33.09

Join Dine Rewards & get up to
\$10 off your next visit!
Go to www.DINE-REWARDS.COM
today for full program details



TAQUERIA
GARIBALDI
5299 WALZEM RD
210-562-3301

DATE 06/25/2017 SUN TIME 19:17

PLU40 T1	\$10.25
LRG DRINK T1	\$2.00
TAX1	\$1.01
TOTAL	\$13.26
CASH	\$13.26
CLERK 1	047949 11111

INSERT
THIS END UP

SAN ANTONIO
INTL. AIRPORT
RECEIPT A44
ENTRY TIME: 06/20/17 04:25
EXIT TIME: 06/25/17 19:25
PARK-DUR.: D: HRS: M
5:15:00

AMOUNT: \$ 66.00

KIND OF PAYMENT:
MASTERCARD
XXXXXXXXXXXX3505

201
SAT Park