

- 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](mailto:jvilla5@neisd.net) at the Accounting Department.



056200030681

**Travel Reimbursement ID 30681 (Roberto Lozano-408 Travel ID: 80869) Input by: Andrea Smith**

**Itemized Expenses:**

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
02/13/2017	\$0.00	\$0.00	159	\$85.07	\$0.00	Mileage to and from Austin for Conference	\$85.07
02/14/2017	\$0.00	\$0.00	159	\$85.07	\$0.00	Mileage to and from Austin for Conference	\$85.07
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>318</b>	<b>\$170.14</b>	<b>\$0.00</b>		<b>\$170.14</b>

Total Expense: \$170.14  
 Less Advance: \$0.00  
 Due NEISD/DUE Undersigned: \$170.14

**Account Code Information:**

Account Code	Amount
	Total: \$0.00

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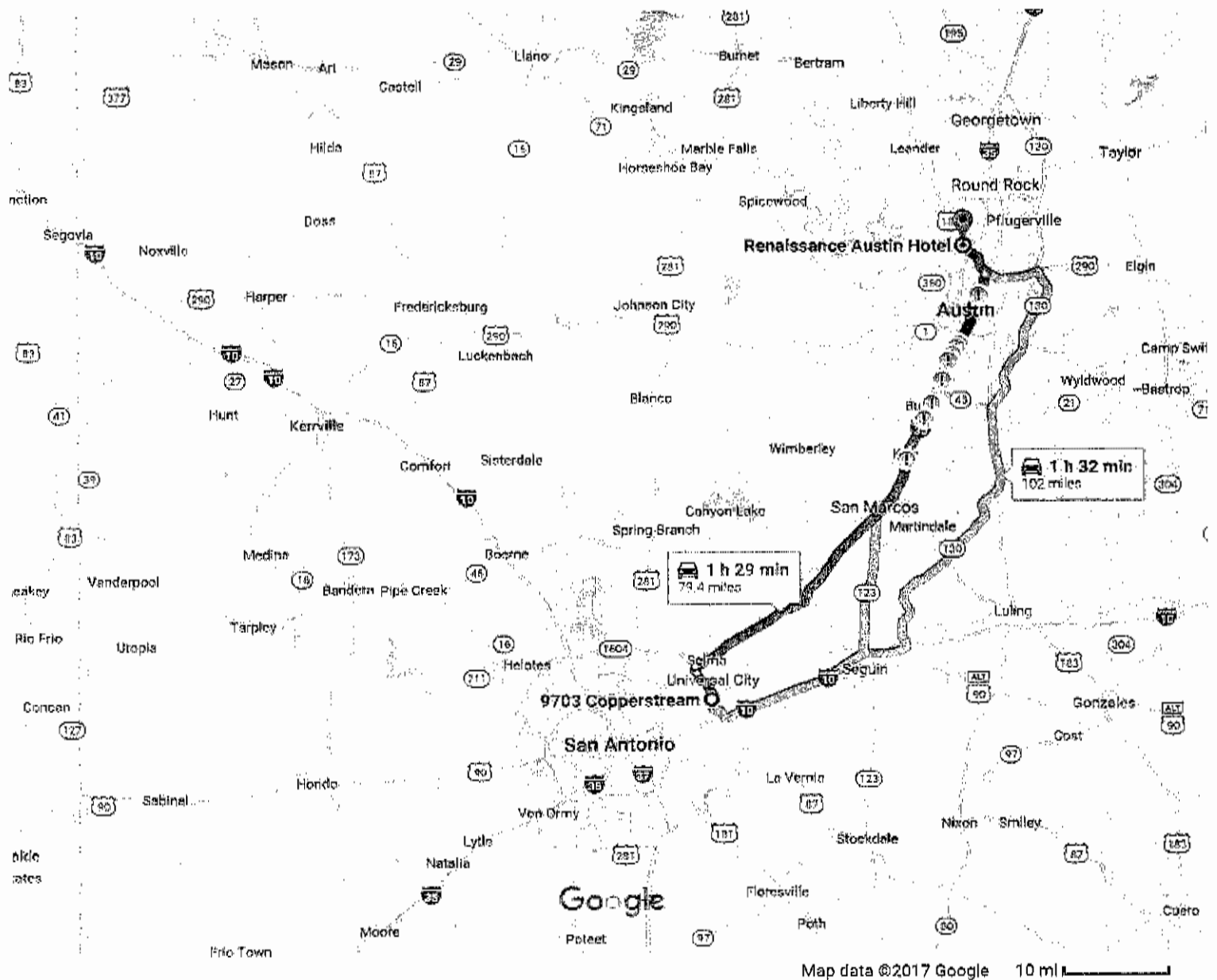
2/28/2017

9703 Copperstream, Converse, TX to renaissance austin hotel - Google Maps

Google Maps

9703 Copperstream, Converse, TX to  
renaissance austin hotel

Drive 79.4 miles, 1 h 29 min



2/28/2017








9703 Copperstream, Converse, TX to renaissance austin hotel - Google Maps

## 9703 Copperstream

Converse, TX 78109





**Take TX-1604 Loop/E Charles William Anderson Loop to I-35 N in Selma. Take the exit toward Austin from TX-1604 Loop/E Charles William Anderson Loop**

10 min (5.9 mi)

-  1. Head west on Copperstream toward Copperbluff 52 ft
-  2. Turn left onto Copperbluff 0.1 mi
-  3. Turn left onto Coppergate 0.1 mi
-  4. Turn left onto Lower Seguin Rd/Thornton Ln 0.3 mi
-  5. Turn right onto Rocket Ln 0.4 mi
-  6. Turn left onto TX-1604 Loop/E Charles William Anderson Loop 4.0 mi
-  7. Take the exit toward Austin 0.9 mi





**Follow I-35 N to Research Blvd in Austin. Take the exit toward TX-360 Loop/Capital of Tx Hwy/Great Hills Trail from US-183 N**

1 h 6 min (72.2 mi)

-  8. Merge onto I-35 N 63.4 mi
-  9. Keep left at the fork to stay on I-35 N 4.3 mi
-  10. Take exit 240 to merge onto US-183 N toward Research Blvd 4.3 mi
-  11. Take the exit toward TX-360 Loop/Capital of Tx Hwy/Great Hills Trail 0.3 mi

**Continue on Research Blvd to your destination**

5 min (1.3 mi)

-  12. Merge onto Research Blvd 0.4 mi
-  13. Use the left 2 lanes to turn left onto TX-360 Loop S 0.4 mi
-  14. Turn right onto Arboretum Blvd 0.3 mi
-  15. Turn right

2/28/2017

9703 Copperstream, Converse, TX to renaissance austin hotel - Google Maps

476 ft



16. Slight right



Destination will be on the right

276 ft

## Renaissance Austin Hotel

The Arboretum, 9721 Arboretum Blvd, Austin, TX 78759

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.