



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.



056200028690

Travel Reimbursement ID 28690 (Maria Gentry-004 Travel ID: 78156) Input by: Maria Gentry

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
04/14/2016	\$0.00	\$22.06	0	\$0.00	\$0.00	Meals from Buc-ee's, McAllisters, Bangkok Royal	\$22.06
Total:	\$0.00	\$22.06	0	\$0.00	\$0.00		\$22.06

Total Expense: \$22.06
 Less Advance: \$0.00
 Due NEISD/DUE Undersigned: \$22.06

Account Code Information:

Account Code	Amount
	Total: \$0.00

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TSA Waco trip
April 16 - April 14

BUC-EE'S

4155 North General Bruce Dr (I-35)

Temple TX

76501

979-238-6390

KOL SSG JLP CHSE
KOL APL

\$1.99

\$1.29

Sub Total \$3.28

Tax \$0.16

Total \$3.44

WWW.BUC-EES.COM

POS: 76 Cashier Name: Cat U
4/14/2016 09:25:13 TRAN: 5347560

0010000053475609

ORDER# 560**Bangkok Royal**215 S. University Parks
Waco, Texas
(254) 757-2741

TABLE # A3
CHECK# 125163
Cash Purchase

DATE/TIME: 4/14/2016 2:50:09 PM
SERVER: Bernie
STATION: 01
PARTY SIZE: 5

1 L5 PAD GRA PROW*	\$7.75
1 L10 PAD KANA*	\$7.75
1 L15 PAD THAI*	\$7.75
1 L10 PAD KANA*	\$7.75
1 L10 PAD KANA*	\$7.75
1 ICED TEA*	\$1.85
1 ICED TEA*	\$1.85
1 ICED TEA*	\$1.85
Subtotal	\$44.30
Tax	\$3.65
GRAND TOTAL	\$47.95

Opened: 4/14/2016 2:50:09 PM

McALISTERS

812 South 6th Street

Waco, TX

254-296-0380

12

Host: Cashier 4

04/14/2016

12

9:53 AM

REPRINT# 1

40

Choose Two

7.19

1/2 Pastrami

1/2 Caesar w/Ckn

Tea

1

Unsweet Tea

Subtotal

9.94

Tax

0.76

Dine-In Total

9.94

CASH

20.00

Change

10.06

Get McAlister's Famous
Sweet Tea by the Gallon!
catering@thesaxtongroup.com
OR
thesaxtongroup.com/catering

--- Check Closed ---

LARGE SANDWICH OR FULL-
SIZE SALAD
★ SEE BACK

Texas TSA State Conference

APRIL 13 • WEDNESDAY

☐ **N** National Qualifying HS
 ☐ **L** National Qualifying MS
 ☐ **C** Non Competitive
 ☐ **T** Texas Projects
☐ **U** Unique to Texas Onsite

7:00pm – 9:00pm **VEX Programming Skills** McLennan Hall 209

APRIL 14 • THURSDAY

10:00am – 11:00am **C First Officer Candidate Meeting** Bosque Theatre

Area Coordinators: Jennifer O'Brien, Josh Simmons

10:00am – 12:00pm **VEX Programming Skills** McLennan Hall 209

10:00am – 5:00pm **C Registration** Event Office

Area Coordinators: Pamela Cook

11:00am – 1:15pm **U Texas Computer onsite tests** McLennan Hall 207

Area Coordinators: Rachel Baxter

12:00pm – 12:30pm **N NQE HS Drop off #1** Brazos Ballroom South

Area Coordinators: Ricky Broussard, Kristin Rausch

12:00pm – 12:30pm **N On Demand Video - Prompt pick up** Brazos Ballroom South

Area Coordinators: Ricky Broussard, Kristin Rausch

12:00pm – 12:30pm **L Structural Engineering MS Model Drop-off** Brazos Ballroom South

Area Coordinators: Ricky Broussard, Kristin Rausch

12:15pm – 12:45pm **NQE EVENT Coordinators Meeting** Brazos Ballroom South

Area Coordinators: Ricky Broussard, Kristin Rausch

1:00pm – 1:30pm **N NQE HS Drop off #2** Brazos Ballroom South

Area Coordinators: Ricky Broussard, Kristin Rausch

1:00pm – 2:00pm **Chapter Team (HS and MS) - Written** Brazos Ballroom South

Area Coordinators: Ricky Broussard, Kristin Rausch

1:00pm – 3:00pm **L Electrical Applications** Ranger Room 107

Area Coordinators: Ricky Broussard, Kristin Rausch

1:00pm – 4:00pm **Debating Technological Issues (HS) and Challenging Technology Issues (MS)** Lone Star 105

Area Coordinators: Ricky Broussard, Kristin Rausch

1:00pm – 4:00pm **Flight Endurance (HS) and Flight (MS)** Chisom Hall

Area Coordinators: Ricky Broussard, Kristin Rausch

1:00pm – 4:00pm **U Electronic Flight Fixed-Wing and Rotocraft** Chisom Hall

Area Coordinators: Rachel Baxter

1:00pm – 5:00pm **Tech Problem Solving (HS) Problem Solving (MS)** Texas Room North

Area Coordinators: Ricky Broussard, Kristin Rausch

1:30pm – 2:00pm **L NQE MS Drop off #1** Brazos Ballroom South

Area Coordinators: Ricky Broussard, Kristin Rausch

1:30pm – 3:30pm **Essays on Technology (HS and MS)** Ranger Room 109

Area Coordinators: Ricky Broussard, Kristin Rausch

2:00pm – 2:30pm	N NQE HS Drop off #3 <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
2:00pm – 4:00pm	System Control (HS) and System Control Technology (MS) <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Lone Star 104
2:00pm – 4:00pm	L Website Design <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Ranger Room 108
2:00pm – 4:30pm	N Technical Sketching and Application <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Ranger Room 110
2:00pm – 5:00pm	VEX Programming and Driving Skills	McLennan Hall 209
2:30pm – 3:00pm	L NQE MS Drop off #2 <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
3:00pm – 3:30pm	N NQE HS Drop off #4 <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
3:00pm – 4:00pm	Extemporaneous Speech (HS) and Leadership Strategies (MS) <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
3:00pm – 4:00pm	Prepared Presentation (HS) and Prepared Speech (MS) - Time Sign up <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
3:30pm – 4:00pm	N NQE HS Drop off #5 <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
3:30pm – 4:00pm	Tech Bowl Written (HS and MS) <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Bosque Theatre
3:30pm – 4:00pm	L Junior Solar Sprint - Car Turn In <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
3:30pm – 4:30pm	Dragster (HS & MS) <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
3:30pm – 6:00pm	N CNC Production <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
3:30pm – 6:30pm	N Webmaster <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
4:00pm – 7:00pm	Structural Design & Engineering (HS) Structural Engineering (MS) - Finalist Build <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
5:30pm – 6:30pm	Photographic Technology (HS) and Digital Photography (MS) PROMPT <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
8:00pm – 9:00pm	C First General Session <i>Area Coordinators: Jennifer Obrian, Josh Simmons</i> <i>State Officers: Uwa Ihionkhan</i>	Chiselm Hall

APRIL 15 • FRIDAY

8:00am – 10:30am	N Desktop Publishing <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	McLennan Hall 207
8:00am – 11:00am	L CAD Foundations	McLennan Hall 207

<i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>		
8:00am – 12:00pm	N CAD 2D Architecture and 3D Engineering	McLennan Hall 207
<i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>		
8:00am – 1:00pm	Chapter Team (HS and MS)	Lone Star 105
<i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>		
8:00am – 3:00pm	C Registration	Event Office
<i>Area Coordinators: Pamela Cook</i>		
8:00am – 4:00pm	T Flat Projects HS	Texas Rooms
<i>Area Coordinators: Rachel Baxter</i>		
8:00am – 4:00pm	T Large Projects HS & MS	Chiselm Hall
<i>Area Coordinators: Rachel Baxter</i>		
8:00am – 4:00pm	T Middle School Projects	Lone Star 103 or 104
<i>Area Coordinators: Rachel Baxter</i>		
8:00am – 4:00pm	T Table Top Projects HS	McLennan Hall 206
<i>Area Coordinators: Rachel Baxter</i>		
9:00am – 11:00am	VEX Driving Skills	McLennan Hall 209
9:00am – 11:00am	L Forensic Technology	Brazos Ballroom South
<i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>		
9:00am – 11:30am	Extemporaneous Speech (HS) and Leadership Strategies (MS)	Ranger Room 109
<i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>		
9:00am – 11:30am	Prepared Presentation and Prepared Speech (MS)	Ranger Room 110
<i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>		
9:00am – 2:00pm	Tech Bowl (HS and MS)	Bosque Theatre
<i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>		
9:30am – 12:00pm	Dragster (HS & MS)	Brazos Ballroom South
<i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>		
9:30am – 12:30pm	L Junior Solar Sprint	Brazos Ballroom South
<i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>		
10:00am – 10:30am	L Medical Technology Issues	Brazos Ballroom South
<i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>		
10:00am – 11:00am	L Technical Design	Brazos Ballroom South
<i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>		
10:00am – 12:30pm	Photographic Technology (HS) and Digital Photography (MS)	Brazos Ballroom South
<i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>		
10:00am – 1:00pm	L Children's Stories	Brazos Ballroom South
<i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>		
10:30am – 12:00pm	U Down Hill Challenge	North 3rd Street
<i>Area Coordinators: Rachel Baxter</i>		
11:00am – 12:00pm	Structural Design & Engineering (HS) Structural Engineering (MS) - Finals Onsite Structure Test	Brazos Ballroom South
<i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>		

11:00am – 12:00pm	L Environmental Engineering <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
11:00am – 12:30pm	N Children's Stories <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
11:00am – 3:00pm	U Hot Rod CO2 Car & CO2 Research Racer <i>Area Coordinators: Rachel Baxter</i>	Brazos Ballroom North
11:00am – 3:00pm	U RC Vehicle <i>Area Coordinators: Rachel Baxter</i>	West Parking Lot
11:00am – 3:00pm	U Rocket Launch <i>Area Coordinators: Rachel Baxter</i>	TBA
1:00pm – 1:30pm	L Construction Challenge <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Ranger Room 106
1:00pm – 1:30pm	L Inventions and Innovations <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
1:00pm – 3:30pm	N Architectural Renovation <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
1:00pm – 3:30pm	N Future Technology Teacher <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
1:00pm – 3:30pm	N Music Production <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
1:00pm – 3:30pm	N SCIVIS <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
1:00pm – 4:00pm	U Land Speed Record Rocket Cars <i>Area Coordinators: Rachel Baxter</i>	South Parking Lot
1:00pm – 4:30pm	N Fashion Design <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
2:00pm – 3:00pm	L Microcontroller Design <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
2:00pm – 4:00pm	VEX Final	McLennan Hall 209
2:00pm – 4:00pm	C Meet the Candidates <i>Area Coordinators: Jennifer Obrian, Josh Simmons</i>	McLennan Prefunction 206
2:00pm – 4:30pm	Biotechnology Design (HS and MS) <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
2:00pm – 4:30pm	Video Game Design (HS and MS) <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
2:00pm – 5:30pm	Career Preparation (HS) and Career Prep (MS) <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
3:00pm – 3:30pm	L Geospatial Technology <i>Area Coordinators: Ricky Broussard, Kristin Rausch</i>	Brazos Ballroom South
3:00pm – 4:00pm	N On Demand Video	Brazos Ballroom South

Area Coordinators: Ricky Broussard, Kristin Rausch

3:00pm – 5:30pm	L Catapult Design - Launch & Test	TBA
	Area Coordinators: Ricky Broussard, Kristin Rausch	
3:30pm – 6:00pm	U Graphic Solutions	McLennan Hall 207
	Area Coordinators: Rachel Baxter	
3:30pm – 6:00pm	U Written Examination	McLennan Hall 209
	Area Coordinators: Rachel Baxter	
4:00pm – 4:30pm	L STEM Animation	Brazos Ballroom South
	Area Coordinators: Ricky Broussard, Kristin Rausch	
4:00pm – 6:30pm	N Animatronics	Brazos Ballroom South
	Area Coordinators: Ricky Broussard, Kristin Rausch	
4:00pm – 6:30pm	N Engineering Design	Brazos Ballroom South
	Area Coordinators: Ricky Broussard, Kristin Rausch	
4:00pm – 6:30pm	N Software Development	Brazos Ballroom South
	Area Coordinators: Ricky Broussard, Kristin Rausch	
6:00pm – 7:00pm	C Texan Exam	TBA
	Area Coordinators: Pamela Cook	
6:30pm – 8:00pm	C Second General Session	Chisom Hall
	Area Coordinators: Jennifer Obrian, Josh Simmons	
	State Officers: Uwa Ihlonkhan	

APRIL 16 • SATURDAY

9:00am – 9:30am	C Advisors Meeting	TBA
	Area Coordinators: Pamela Cook	
9:00am – 11:30am	C Awards Pick Up	Event Office
11:00am – 12:00pm	C Third General Session	Chisom Hall
	Area Coordinators: Jennifer Obrian, Josh Simmons	
	State Officers: Uwa Ihlonkhan	

Seelye, Carolyn E

From: Smith, Andrea
Sent: Tuesday, April 26, 2016 10:10 AM
To: Seelye, Carolyn E
Subject: RE: Lodging Expense

Yes, the hotel was paid for with a SAF check for TSA.

Andrea Smith

Administrative Assistant
Engineering & Technologies Academy
Roosevelt H.S.
5110 Walzem Rd.
San Antonio, TX 78218
asmith10@neisd.net
210.356.2317
210.650.1227 (fax)



In accordance with Title VI-Civil Rights Act of 1964, Title IX-Education Amendment of 1972, Section 504-Rehabilitation Act of 1973 and Title II of the American with Disabilities Act of 1992, the North East Independent School District does not discriminate on the basis of race, color, national origin, age, sex or handicap.

Conforme al Título VI de la Ley de Derechos Civiles de 1964, al Título IX de las Enmiendas de Educación de 1972, a la Sección 504 de la Ley de Rehabilitación de 1973 y al Título II de la Ley sobre Estadounidenses con Discapacidades de 1992, el North East Independent School District no discrimina por motivos de raza, color, origen nacional, edad, sexo o discapacidad.

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From: Seelye, Carolyn E
Sent: Tuesday, April 26, 2016 10:00 AM
To: Smith, Andrea <asmith10@neisd.net>
Subject: Lodging Expense

Andrea,

Can you confirm that both Ms. Gentry's and Ms. Moreno's lodging for the TSA State Competition in Waco was paid with funds from SAF account? I need this information to process their travel expense reimbursements.

Thanks.

Welcome to Chick-fil-A
Baylor University FSU (#03295)
Waco, TX
Operator: David Sykora
(254) 218-3455

CUSTOMER COPY

4/15/2016 12:10:10 PM

CARRY OUT

Order Number: 1126608

1 Meal-Mugg 12ct	7.15
Nugget 12ct	
Fries MD	
Tea/Lande MD	0.14

Sub. Total:	\$7.29
Tax:	\$0.60
Total:	\$7.89

Change	\$2.11
\$10	\$10.00

Register:3

Tran Seq No: 1126608

Cashier:Gerald

It was a pleasure serving you!
Have a wonderful day.