

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



056200028699

**Travel Reimbursement ID 28699 (Roberto Lozano-408 Travel ID: 78140) Input by: Andrea Smith**

## Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
04/14/2016	\$0.00	\$44.00	170	\$91.80	\$0.00	Lodging was paid by SAF/CAF check prior to arrival.	\$135.80
04/15/2016	\$0.00	\$17.67	0	\$0.00	\$0.00	Lodging was paid by SAF/CAF check.	\$17.67
04/16/2016	\$0.00	\$18.02	185	\$99.90	\$0.00	Lodging paid by SAF/CAF check. 170 miles back from Waco and 15 miles to the Enterprise Truck Rental and back to campus.	\$117.92
Total:	\$0.00	\$79.69	355	\$191.70	\$0.00		\$271.39

Total Expense: \$271.39  
 Less Advance: \$0.00  
 Due NEISD/DUE Undersigned: \$271.39

## Account Code Information:

Account Code	Amount
199 - 21-826-22-408 - 6411 - 0000 - -	\$263.29
	Total: \$263.29

Copyright© 2005 North East Independent School District.

RL# 18140

BUC-EE'S  
4155 North General Bruce Dr (I-35)  
Temple TX

## ORDER #472

CINN ROLL W/ PCN	\$2.99
MASTER TRAN	
BRKFST BEAST BURRITO	\$4.71
FRITOS ORIG XXVL	\$1.49
TRU BRST EGG TACO	\$3.81
44OZ FOUNTAIN	\$1.69
2 RED FAT BDN PT	\$1.39
Sub Total	\$16.08
Tax	\$0.84
Total	\$16.92
Master Card:	\$16.92
Change	\$0.00

## Master Card

Card Num : (S) XXXXXXXXXXXX2124  
Terminal : 800000075517101  
Approval : 093919

(979)-238-6390  
POS: 33 Cashier: Angelica,  
4/14/2016 09:38:48 TRAN:47712

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

BANGKOK ROYAL  
215 S UNIVERSITY PARKS DR STE  
WACO, TX 76701-2200  
254-757-2741

DUPLICATE

Merchant ID: 59204662  
Term ID: 0613

Sale

MASTER CARD

XXXXXXXXXXXX2124

Entry Method: Swiped

Approved: Online

04/14/16

Batch#: 000000

12:55:00

Invoice: 0000000059

Appr Code: 148665

Amount: \$	10.39
Tip: \$	1.56
Total: \$	11.95

I agree to pay above total amount  
according to card issuer agreement  
(Merchant agreement in credit voucher)

L02000 JR-MC-BURTO

Merchant Copy

THANK YOU

TWISTED ROOT BURGER CO. - WACO  
Date: 4/14/2016 Time: 6:51:13 PM

Status: Approved  
Card Type: Master Card  
Card Number: XXXXXXXXXXXX2124  
Swipe/Manual: Swipe  
Server ID/Name: 202 / PM REGISTER  
Check Number: 437767 / 1  
Tab Number: 3865  
Card Owner: LOZANO JR/ROBERTO

Amount 15.13

Tip \_\_\_\_\_

Total \_\_\_\_\_

Approval: 185233

\*\*\*\*\*  
\*\*\*\*\* Customer Copy \*\*\*\*\*  
\*\*\*\*\*

1	Hamburger	5.99
	All American	2.00
	Add Jalapeno	0.75
	Onions Strings	2.99
1	Drink	2.25
	SUB TOTAL	13.98
	Sales Tax	1.15
		-----

TOTAL: 15.13

Happy Hour M-F 4-6pm  
with John Wayne Queso available.  
Ask about our secret fries.  
Does anyone ever really read this?

Receipt Types:  
Master Card 0.00

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

CUSTOMER COPY  
4/15/2016 12:50:09 PM  
CARRY OUT

Order Number: 1126830

3	Spicy Sand	9.75
1	Nugget Bct	2.99
1	Hi-C FP LG	1.79
1	Ck Zero LG	1.79

Sub. Total:	\$16.32
Tax:	\$1.35
Total:	\$17.67

Change \$0.00  
MasterCard: \$17.67  
Register:3 Tran Seq No: 1126830  
Cashier:Gerald  
It was a pleasure serving you!  
Have a wonderful day.

MasterCard  
Card Num : XXXXXXXXXXXX2124  
Terminal : KA48041582003  
Approval : 125046  
Sequence : 005709



812 South 6th Street  
Waco, TX  
254-296-0380

35

Host: Cashier 3	04/16/2016
35	1:32
	300
Roast Beef Melt	6
Steamed Veggies	
Cup of Soup	3
Cup of Broccoli Ched	
Tea	1.99
Unsweet Tea	
Subtotal	12.47
Tax	1.13
Dine-In Total	13.60
M/C	13.50
Authorizing...	
Balance Due	13.50

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

★  
SEE BACK

★  
35 OFF LARGE SANDWICH OR FULL-SIZE SALAD

★  
35 OFF LARGE SANDWICH OR FULL-SIZE SALAD

Wendy's Store #00009853  
1102 Rivery Blvd  
Georgetown, TX 78626  
(512) 508-8013

ROBERT

Host: ROSA	04/16/2016
ROBERT	3:08 PM
	10071
Order Type: TAKE OUT	
MD Chocolate Frosty	2.11
Double Stack	1.99
NO Mustard	
Mayo	
Total Items 2	4.10
Tax	0.35
TAKE OUT Total	4.52
Mastercard #XXXXXXXXXXXX2124	\$4.52
Auth:150847	

--- Check Closed ---

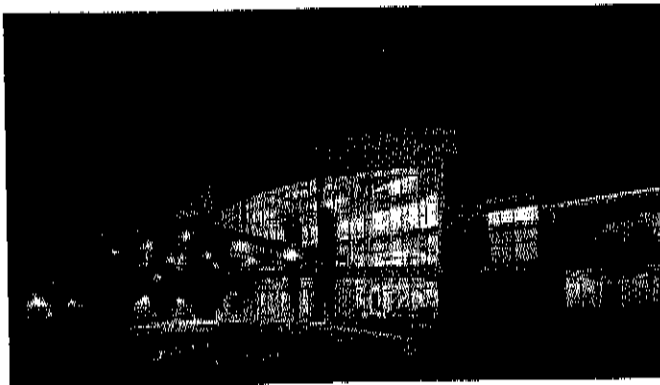
★  
35 OFF LARGE SANDWICH

★  
SEE BACK

★  
35 OFF LARGE SANDWICH OR FULL-SIZE SALAD

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## State Competition



### 2015/16 State Competition

**April 14 – 16, 2016**

**Waco Convention Center**

### Conference Hotels

- **Courtyard Marriott** 101 Washington Ave 1-254-752-8686
- **Waco Hilton** 113 S. University Parks Dr 1-254-754-8484

[Click Here for more information on the Texas TSA State Contest](#)

7:00pm VEX Programming Skills

## Thursday, April 14

10:00am First Officer Candidate Meeting VEX Programming Skills Registration

11:00am Texas Computer onsite tests

12:00pm NQE HS Drop off #1 - Photographic Technology and Structural Design & Engineering

On Demand Video - Prompt pick up Structural Engineering MS Model Drop-off

12:15pm NQE EVENT Coordinators Meeting

1:00pm NQE HS Drop off #2 - Animatronics, Architectural Renovation, Music Production

Chapter Team (HS and MS) - Written Challenging Technology Issues (MS)

Electrical Applications Debating Technological Issues (HS)

Flight Endurance (HS) and Flight (MS) Electronic Flight Fixed-Wing and Rotocraft

Tech Problem Solving (HS)/ Problem Solving (MS)

1:30pm NQE MS Drop off #1 - Biotechnology, Children's Stories, Construction Technology, Digital Photography, Environmental Engineering, Inventions & Innovations, Medical Technology, and Microcontroller Design

Essays on Technology (HS and MS)

2:00pm NQE HS Drop off #3 - BioTech, Career Prep, Children's Stories, Manufacturing Prototype, Video Game Design

System Control (HS) and System Control Technology (MS) Website Design

Technical Sketching and Application VEX Programming and Driving Skills

- 2:30pm NQE MS Drop off #2 - Catapult Design, Career Prep, Community Service Video, Geospatial Technology, Mass Production, STEM Animation, Technical Design
- Catapult UTE HS Drop off Promotional Marketing
- 3:00pm NQE HS Drop off #4 - Digital Video Production, Engineering Design, Fashion Design, SciVis
- Mass Production - Interview
- Extemporaneous Speech (HS) and Leadership Strategies (MS) Time Sign-up
- Prepared Presentation (HS) and Prepared Speech (MS) - Time Sign up
- 3:30pm NQE HS Drop off #5 - Future Tech Teacher, Software Development, Transportation Model
- Tech Bowl Written (HS and MS) Junior Solar Sprint - Car Turn In
- Dragster (HS & MS) CNC Production Webmaster
- 4:00pm Structural Design & Engineering (HS) Structural Engineering (MS) - Finalist Build
- 5:30pm Photographic Technology (HS) PROMPT Digital Photography (MS) PROMPT
- 6:00pm Alumni and Graduating Seniors Reception
- 7:45pm Photographic Technology (HS) Semi-Finalist Submission
- Digital Photography (MS) Semi-Finalist Submission
- 8:00pm First General Session

### Friday, April 15

- 8:00am Desktop Publishing CAD Foundations CAD 2D Architecture and 3D Engineering

## Texas TSA State Conference: Schedule

	Chapter Team (HS and MS)	Registration	Flat Projects HS
	Large Projects HS & MS	Middle School Projects	Table Top Projects HS
9:00am	VEX Driving Skills	Forensic Technology	Extemporaneous Speech
	Prepared Presentation and Prepared Speech (MS)	Leadership Strategies (MS)	
	Tech Bowl (HS and MS)		
9:30am	Dragster (HS & MS)	Junior Solar Sprint	
10:00am	Medical Technology Issues	Technical Design	
	Digital Photography (MS) Semi-Finalist Interview		
	Photographic Technology (HS) Semi-Finalist Interview	Children's Stories	
10:30am	Down Hill Challenge		
11:00am	Structural Design & Engineering (HS) Structural Engineering (MS) - Finals Onsite		
	Structure Test		
	Environmental Engineering	Children's Stories	
	Hot Rod CO2 Car & CO2 Research Racer	RC Vehicle	Rocket Launch
1:00pm	Construction Challenge	Inventions and Innovations	Architectural Renovation
	Future Technology Teacher	Music Production	SCIVIS
	Land Speed Record Rocket Cars	Fashion Design	
1:30pm	TATERS		
2:00pm	Microcontroller Design	VEX Final	Meet the Candidates
	Biotechnology Design (HS and MS)	Video Game Design (HS and MS)	



## Career Preparation (HS) and Career Prep (MS)

3:00pm	On Demand Video	Geospatial Technology	Catapult Design - Launch & Test
3:30pm	Graphic Solutions	Written Examination	
4:00pm	STEM Animation	Animatronics	Engineering Design      Software Development
5:30pm	Texan Exam		
6:30pm	Second General Session		

## Saturday, April 16

8:00am	Protest hearing	Project Exhibit Open
9:00am	Awards Pick Up	NQE Area Open Viewing
9:45am	Advisors (NATIONALS) Meeting	
11:00am	Third General Session	
12:00pm	PROJECT PICKUP (ALL)	

Schedule or People

Search

Apr 11-16, 2016

Waco, TX, United States

National Qualifying HS

National Qualifying MS

Non Competitive

Texas Projects

Unique to Texas Onsite

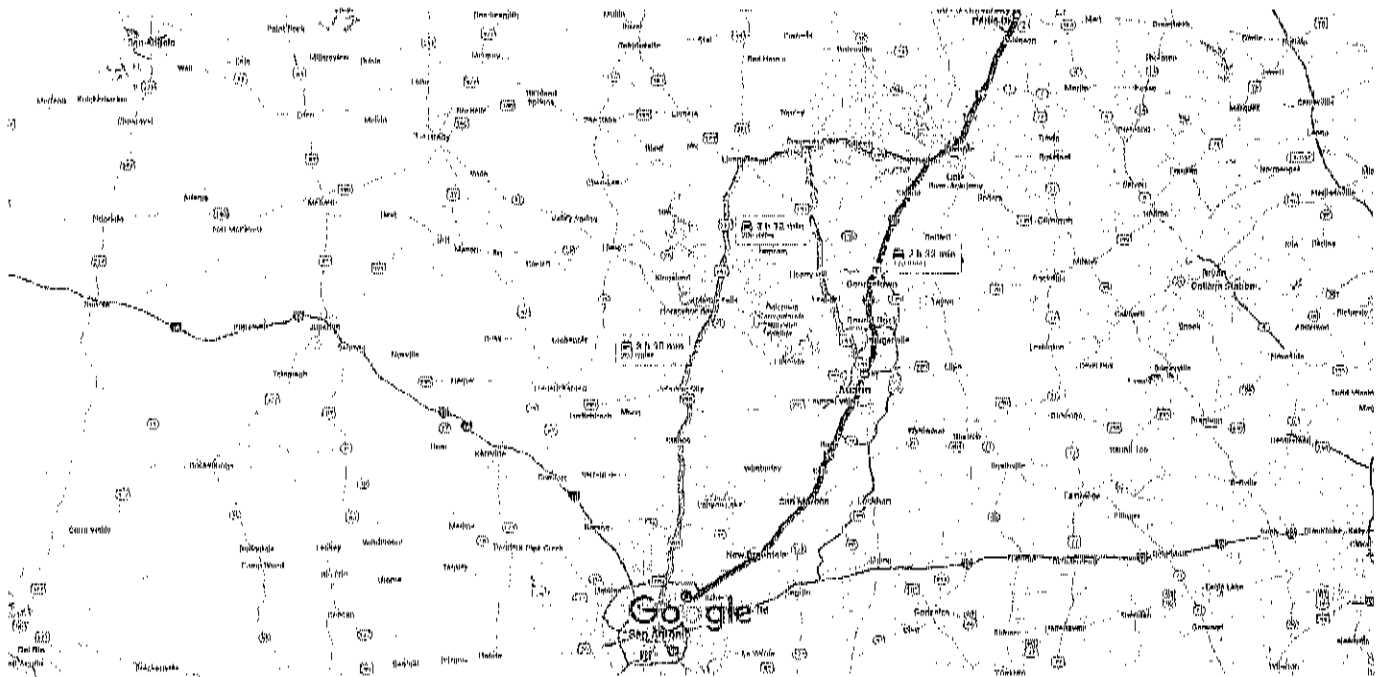
Take a tour or contact the event organizer for event questions.

Google Maps

501 S University Parks Dr, Waco, TX

Drive 170 miles, 2 h 33 min

76706 to 5110 Walzem Rd, San Antonio, TX 78218



Map data ©2016 Google, INEGI 10 mi

501 S University Parks Dr

Waco, TX 76706

Get on I-35 S

1 min (0.4 mi)

1. Head southeast on S University Parks Dr toward Clay Ave

0.2 mi

2. Turn right at the 3rd cross street onto Interstate 35 Frontage Rd/J H Kultgen Expy

95 ft

3. Use the left lane to take the ramp onto I-35 S

0.2 mi

Follow I-35 S to Interstate 35 Frontage Rd/NE Interstate 410 Loop in San Antonio. Take exit 165 from I-35 S

2 h 31 min (169 mi)

4. Merge onto I-35 S

42.1 mi

5. Keep left at the fork to stay on I-35 S


127 mi

501 S University Parks Dr, Waco, TX 76706 to 5110 Walzem Rd, San Antonio, TX 7821... Page 2 of 2

 6. Take exit 165 toward FM 1976/Walzem Rd

0.1 mi

### Drive to Walzem Rd

 7. Merge onto Interstate 35 Frontage Rd/NE Interstate 410 Loop

3 min (0.6 mi)

 8. Turn left onto Walzem Rd

0.1 mi

 Destination will be on the right

0.5 mi

### 5110 Walzem Rd

San Antonio, TX 78218

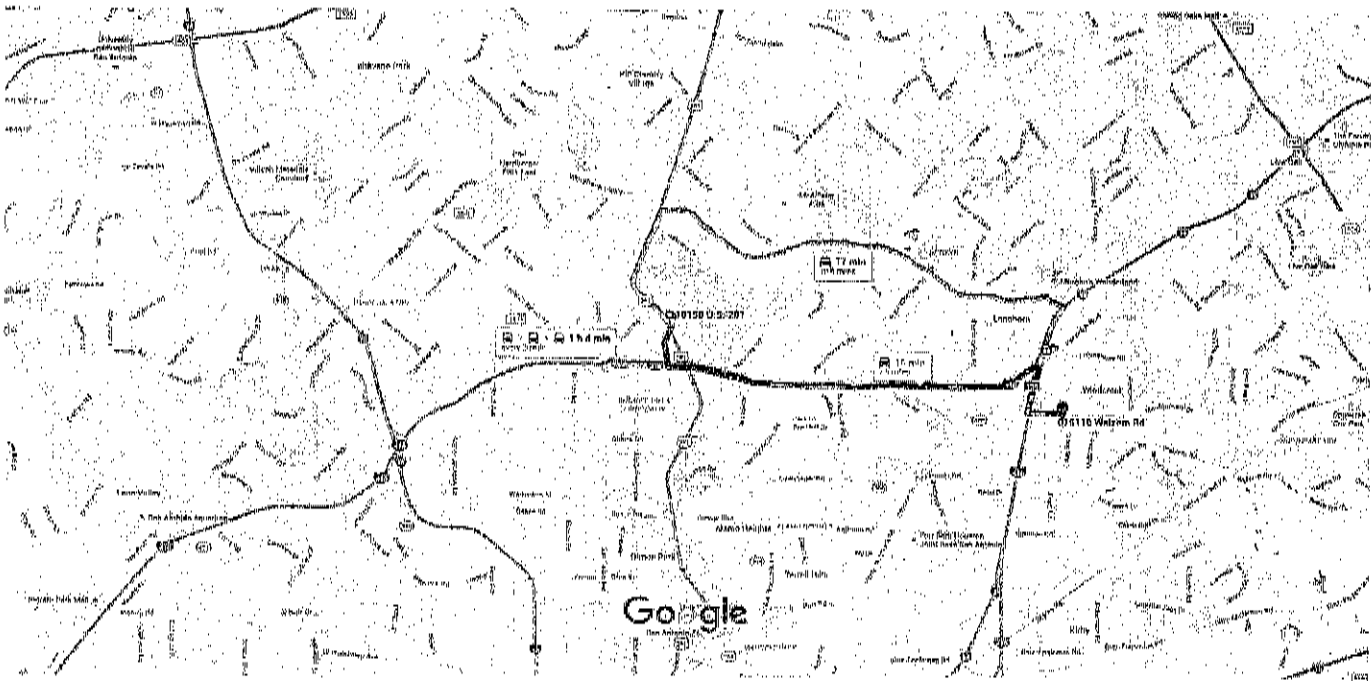
These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Google Maps

Google Maps

10150 U.S. 281, San Antonio, TX 78216 to  
5110 Walzem Rd, San Antonio, TX 78218

Drive 7.5 miles, 16 min



Map data ©2016 Google 1 mi

10150 U.S. 281

San Antonio, TX 78216



Get on I-410 E from Jones Maltsberger Rd and I- 410 Access Rd/NE Interstate 410 Loop

- |   |                                                           |                |
|---|-----------------------------------------------------------|----------------|
| ↑ | 1. Head east toward Jones Maltsberger Rd                  | 6 min (1.9 mi) |
| ↘ | 2. Turn right onto Jones Maltsberger Rd                   | 285 ft         |
| ↙ | 3. Turn left onto I- 410 Access Rd/NE Interstate 410 Loop | 0.8 mi         |
| ↗ | 4. Slight left onto the Interstate 410 E ramp             | 0.9 mi         |
| ↗ |                                                           | 0.1 mi         |




Continue on I-410 E to Interstate 35 Frontage Rd/NE Interstate 410 Loop. Take exit 165 from I-35 S/I-410 S

- |   |                       |                |
|---|-----------------------|----------------|
| ↗ | 5. Merge onto I-410 E | 5 min (5.0 mi) |
|   |                       | 4.2 mi         |

10150 U.S. 281, San Antonio, TX 78216 to 5110 Walzem Rd, San Antonio, TX 78218 - ... Page 2 of 2

-  6. Take the exit onto I-35 S/I-410 S toward San Antonio/Randolph Blvd/Windcrest 0.6 mi
-  7. Take exit 165 toward FM 1976/Walzem Rd 0.1 mi

#### Drive to Walzem Rd

-  8. Merge onto Interstate 35 Frontage Rd/NE Interstate 410 Loop 3 min (0.6 mi)
-  9. Turn left onto Walzem Rd 0.1 mi
-  Destination will be on the right 0.5 mi

#### 5110 Walzem Rd

San Antonio, TX 78218

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.

#### Google Maps

## ENGINEERING &amp; TECHNOLOGIES ACADEMY

## ACTIVITY FUND

408620100

Inv Date	Inv#	Fund	Payee/Description	Amount	Balance
Invoice #s:	confirmation #	C-00047270			
	673TEC		MARRIOTT RESIDENCE INN : Hotel stay for TSA state competition 4/14-4/16-2016	\$3,312.72	\$12,886.50
Comments:	Date:	3/2/2016	TransID: 829701 Mail-C:Y		
Payee Address:			501 SOUTH UNIVERSITY PERKS DR.		
			WACO TX 76706		
WEISD DP: This is a New Printer Control			06/08/2004 Ver 9.5.5		
			Total	\$3,312.72	

8/31/2015  
C#-00047270

**Waco Residence Inn**  
501 South University Parks Drive  
Waco, TX 76706  
+1-254-714-1386

**Block Hotel Room Reservation Agreement**

The following represents an agreement between **Waco Residence Inn** ("Hotel") and **TSA** ("Reserving Party"). The agreement outlines the terms and conditions upon which the reservation will be administered.

**CONTACT INFORMATION:**

TSA EVENT  
TSA  
Grizelda Gentry  
5110 Walzem Road  
San Antonio, TX 78218  
Phone: (210) 289-7421  
Fax: \_\_\_\_\_  
Contact Email: mgentr@neisd.net

**SALES REPRESENTATIVE:**

Dinah Mills  
dinah.mills@tmihospitality.com  
Phone: (254) 714-1386  
Fax: (254) 714-1386

This contract must be signed and returned to Hotel by 9/4/2015 to hold a room block and secure the rates and services offered. Rooms will only be reserved upon receipt of the accepted contract.

**RESERVATION INFORMATION:**

Arrival Date: 4/14/2016  
Departure Date: 4/16/2016  
Number of Nights: 2

Room Type	Number of Rooms	Room Rate	Tax Rate*	Estimated Total Room Charges
Studio	12	\$129.00	7%	\$3,312.72

Estimated Total Room Nights: 24  
\*Tax amounts are subject to change.

Estimated Total Room Charges: \$3,312.72

**KEY DATES:**

Cancellation Date: 3/14/2016  
Group Cutoff Date: 3/14/2016  
Rooming List Required By: 3/14/2016  
Deposit Due Date: \_\_\_\_\_  
Deposit Amount: \_\_\_\_\_

**METHOD OF RESERVATION:**

Rooming List