

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 **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.



056200021982

Travel Reimbursement ID 21982 (William Sturgis-004 Travel ID: 46947) Input by: William Sturgis

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
05/09/2013	\$104.50	\$8.41	0	\$0.00	\$25.00	Travel to D.C. for National Rocketry Competition, Baggage fee	\$137.91
05/10/2013	\$104.50	\$12.51	0	\$0.00	\$13.00	Parking	\$130.01
05/11/2013	\$104.50	\$0.00	0	\$0.00	\$0.00		\$104.50
05/12/2013	\$104.50	\$41.90	0	\$0.00	\$17.00	Parking	\$163.40
05/13/2013	\$0.00	\$6.96	0	\$0.00	\$114.90	Fuel for Rental car, baggage charge	\$121.86
Total:	\$418.00	\$69.78	0	\$0.00	\$169.90		\$657.68

Total Expense: \$657.68

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$657.68

Account Code Information:

Account Code	Amount
199 - 21-826-22-408 - 6411 - 0000 - -	\$657.68
	Total: \$657.68

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KITCHEN CHECK

Date	Table	Guests	Server	504341
APPT-SOUP/SAL-ENTREE-VEG/POT-DESSERT-BEV				



* 1 4 9 3 8 2 *

BOB EVANS #259

Dine In

TBL# 21 PTY# 1
 Server Name: JLENE B
 SEAT: 4

1 Rise & Shine 7.99
 Coffee 1.99

SubTotal 9.98

Tax 0.50

Total 10.48

5/12/2013

09:42 AM

Tai Shan Restaurant
 622 H Street NW
 Washington, DC 20001
 Tel: (202) 639-0266

 Try Our New \$5 Carry Out Value Menu
 Featuring \$5 Soups, Salads & Sides To Go.
 Each serves four. Perfect to complete
 your next home-cooked meal!

Survey Code: 138202591

ONE FREE REGULAR OR DECAF
 COFFEE, SOFT DRINK OR FRESHLY
 BREWED ICE TEA ON YOUR NEXT
 VISIT! (For taking a short survey)

1) Call 300-459-1887 or go to
www.bobevans.com/feedback
 within 48 hours of your visit

2) Enter your survey code when prompted.

3) Take a brief, automated survey.

4) Write the redemption code below that is
 provided at the end of the survey.

Return to any Bob Evans Restaurant
 with your receipt to receive
 ONE FREE REGULAR OR
 DECAF COFFEE, SOFT DRINK OR
 FRESHLY BREWED ICE TEA

Offer expires 30 days from the date
 printed at the top of this receipt.

TAI SHAN RESTUARANT
 622 H STREET NW
 WASHINGTON, DC 20001
 202-639-0266

TERMINAL I.D.: 888600
 MERCHANT #: 88300826674

05/12/13 4:02 PM

AMEX
 *****1009
 SWIPED EXP: **/**

SALE
 BATCH: 3045
 INU: 000012

AUTH: 533114
 TRN REF #: 001453023010673

DESCRIPTION
 BASE \$12.00
 TIP \$2.00
 TOTAL \$14.00

WILLIAM G STURGIS

I AGREE TO PAY ABOVE TOTAL AMOUNT
 ACCORDING TO CARD ISSUER AGREEMENT





MANASSAS # 725
TEL:(703)365-0056 FAX:(703)365-0036

0231 Table 994 #Party 2
AM HOST A SvrCk: 9 21:02 05/12/13
PICK-UP

STURGIS
1 IND DEEP DISH, *chef's choice d,
sausage, roni, mushrooms,
original crust, peppers 12.78

Sub Total: 12.78
Tax: 0.64

05/12 21:02 TOTAL: 13.42

PLEASE PAY SERVER

Customer Comments online at:
www.unos.com/comments

Order Online at
www.unos.com

To provide feedback about your
visit, please contact me,
Steve Johnson, Managing Partner
at 703-365-0056

***** PR

TER *****

Your Order #

TOGO

BOJANGLES 703

50 MASSACHUSETTS AVE NE

WASHINGTON DC 20212

PH(202)216-9481

FX(202)216-9482

Store: 1739 - FDY INC

Check: 0213

05/10/13 11:40AM

Server: 00042/TERRIMIA

QTY	ITEM	U/PRICE	SUBTOTL
1	2P DINNER-WHT		6.99
	(1)GREEN BEANS.		
1	MASH POT/GVY RG		1.99
1	BOTTLED WATER		2.39

SubTotal = 11.37

Tax = 1.14

GRAND TOTAL = 12.51

Cash Tendered = USD 20.00

Change = 7.49

@02 by 00042/TERRIMIA

IF YOU HAVE ANY CONCERNS PLEASE CONTACT

THE RETAIL DIRECTOR: MARSHALL MYERS

marshall.myers@bojangles.com

THANK YOU AND HAVE A WONDERFUL DAY

Transaction Date:	05/09/2013 Thu
Transaction Description:	AA MISC SALE/TAX/FRAN ANTONIO TX AMERICAN AIRLINES
	From: To: Carrier: Class:
	N/A N/A YY 00
	N/A YY 00
	N/A YY 00
	N/A YY 00
	Ticket Number: 0010283471760 Date of Departure: 05/09
	Passenger Name: STURGIS/AMLIAM G
	Document Type: EXCESS BAGGAGE
Amount \$:	25.00
Doing Business As:	AMERICAN AIRLINES INC
Merchant Address:	AMERICAN AIRLINES-CCS 7645 E 63RD ST, SUITE 800 TULSA OK 74133 UNITED STATES
Reference Number:	320121300045198239
Category:	Travel - Airline
Tags:	Rocknry Nationals

American Airlines**BAGGAGE CHARGE RECEIPT****American Airlines****PASSENGER NAME**
STURGIS/WILLIAM G**Checked Bag Fee** **1** **25.00 USD****DCA DFW - AA DFW SAT - AA**
Total with Applicable TFC **25.00 USD**
Credit Card **DS XXXXXXXXXXXX3748****DATE**
MAY 13, 2013**TFC=TAXES, FEES & CHARGES****Agent: DCA-SSM** **001 0283627109** **3**

Receipt

05/13/2013

05/13/2013

05/13/2013 11:41 AM

05/13/2013 7:40 PM

05/13/2013 7:40 PM

05/13/2013 7:40 PM

05/13/2013

05/13/2013

05/13/2013 11:41 AM

05/13/2013 11:41 AM 17.00

05/13/2013 11:41 AM 17.00

05/13/2013 11:41 AM 17.00

05/13/2013 11:41 AM 1009

05/13/2013

PARKING

WELCOME
SALES RECEIPT
57 543 987101
SHELL
7025 SUDLEY ROAD
MANASSAS
VA 20109

DATE 05/13/13 9:13AM
INVOICE# 601237
AUTH# 01361B
DISCOVER
ACCOUNT NUMBER
XXXX XXXX XXXX 3748
STURGIS/WILLIAM G

PUMP PRODUCT \$/G
05 UNLD \$3.489

GALLONS FUEL TOTAL
13.757 \$ 48.00

TOTAL SALE \$ 48.00

Now thru 8/5/13 each
time you swipe an
FRM card at Shell
receive 3cpg or more

For more details
visit
fuelrewards.com/rece
ipt.

THANK YOU
COME BACK SOON

DRINK • TURN OVER FOR A FREE FRY & DRINK • TURN OVER FOR A FREE FRY & DRINK

Dine-In 41

Charles F. United Subs
date 1/1/25

2009-10-05

San Antonio, TX

Phone: 011-82-71

Manfred K. Stark

Server: 53.106.1.13

Figure 13.18 (continued)

1D: 2 2 2 2 1 4

May 1991 15 53 40 12M

7. *John Stegner* (1929-2020)

Quality Score: 1.00 [Kg]

Soft Error Rate

'Original form(s)'

5. *Chrysomelids*

2000年12月12日

1000

Cash

Orange

Time and Care Again

Auntie Anne's
TX#112 SRU

Dallas/Ft. Worth Int'l Airport

Terminal C, Gate 12

Dallas, TX 75261

1020 ASAFECH

Check: 337

Guests: 1

05/13/2013 02:50PM

1	Cinnamon	\$3.29
1	Pretzel Dog	\$3.39
	Cash	\$20.00

1	Pretzel Dog	\$3.39
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Cash	\$20.00
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Subtotal	\$5.68
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Tax	\$0.28
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Payment	\$5.96
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Change Due	\$13.04
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Check Closed

05/13/2013 02:50:12

TELL US HOW WE'RE DOING!
auntieannes.com/comment_form.aspx
1.877.778.9588

Liason Operated by CPS

EX 40 05/10/13 12:58
Receipt 043608Short-term parking tkt
1 - No. 077862
05/10/13 08:48
05/10/13 12:58 -
Period 0d4h11'
(Ust.) \$13.00Sub Total \$13.00
Ust. \$0.00

Total \$13.00

Payment Received
AMEX \$13.00
XXXXXXXXXXXX1009
Powered by
Skidatas
Authorization
ServerAmounts in USD.
Date-Receipt Date
049917

Fairfield Inn & Suites by Marriott
Manassas

6950 Nova Way
Manassas Va 20109
703.393.9966



W. Sturgis

Room: 325

Room Type: DBDB

Number of Guests: 1

Rate: \$95.00

Clerk:

Arrive: 09May13

Time: 01:43AM

Depart: 13May13

Time:

Folio Number: 64103

Date

Description

Charges

Credits

09May13

Room Charge

95.00

09May13

State Occupancy Tax

4.75

09May13

Room Tax

4.75

10May13

Room Charge

95.00

10May13

State Occupancy Tax

4.75

10May13

Room Tax

4.75

11May13

Room Charge

95.00

11May13

State Occupancy Tax

4.75

11May13

Room Tax

4.75

12May13

Room Charge

95.00

12May13

State Occupancy Tax

4.75

12May13

Room Tax

4.75

13May13

Visa

418.00

Card #: VXXXXXXXXXXXX4034/XXXX

Amount: 418.00 Auth: 09605C Signature on

File

This card was electronically swiped on 10May13

Balance: 0.00

Rewards Account # XXXXX7824. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

Marriott's eFolio! Receive your hotel bill by email after every stay. Subscribe today at MarriottRewards.com Your final folio will be sent to the email address for the Rewards number on record. If this is not your intention, please see the Front Desk.

As requested, a final copy of your bill will be emailed to you at:
Statement" on Marriott.com.

See "Internet Privacy