



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@nelisd.net at the Accounting Department.



056200032145

Travel Reimbursement ID 32145 (Maria Gentry-004 Travel ID: 83467) Input by: Maria Gentry

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
07/26/2017	\$0.00	\$0.00	0	\$0.00	\$120.00	Graphic Design Class Session	\$120.00
Total:	\$0.00	\$0.00	0	\$0.00	\$120.00		\$120.00

Total Expense: \$120.00

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$120.00

Account Code Information:

Account Code	Amount
	Total: \$0.00

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Wells Fargo

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WELLS FARGO

Check Details

Check Number

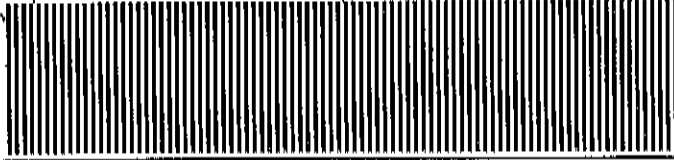
1600

Date Posted

07/31/17

Check Amount

\$120.00

GEORGE L. GENTRY GRIZELDA G GENTRY		1600
		37-65/1119 8531 5888791883
Pay to the Order of <u>For Deposit</u>		<u>7-26-17</u> Date
<u>One hundred & twenty + no/100</u>		\$ <u>120.00</u>
WELLS FARGO Wells Fargo Bank N.A. www.wellsfargo.com		Photo Self Extraction Check on back
		

FirstMark CU >314088556< Teller: 1206 Location: 400 Transaction: 1025735 Deposit Acct 7/29/2017 9:57 AM DIN: 642000000149119

*Note

The account number, signature, and endorsement are removed from the image(s) for security reasons.

To obtain a full copy of the image, please call us at 1-800-TO-WELLS (1-800-869-3557), 24 hours, 7 days a week.

 Equal Housing Lender

Certificate of Completion for

Grizelda Gentry

Six Advances Workshop Hours in Art Theory and Digital Design

Collage and Composition: July 26, 2017

Lyn Belisle _____ Lyn Belisle _____

Studio Artist and Instructor - www.lynbelisle.com – lyn@lynbelisle.com