



# 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.



056200028464

**Travel Reimbursement ID 28464 (Roberto Lozano-408 Travel ID: 56537) Input by: Andrea Smith**

## Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
03/07/2016	\$0.00	\$36.00	70	\$37.80	\$10.00	CTE paid for lodging. Other chg is for parking.	\$83.80
03/08/2016	\$0.00	\$36.00	0	\$0.00	\$15.00	Other chg is for parking.	\$51.00
03/09/2016	\$0.00	\$36.00	0	\$0.00	\$15.00	Other chg is for parking.	\$51.00
03/10/2016	\$0.00	\$35.61	70	\$37.80	\$0.00	CTE paid for lodging.	\$73.41
<b>Total:</b>	\$0.00	\$143.61	140	\$75.60	\$40.00		\$259.21

Total Expense: \$259.21

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$259.21

## Account Code Information:

Account Code	Amount
	Total: \$0.00

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Robert Lozano

Travel ID#

56531

**SXSWedu 2016 Schedule Overview****Sunday, March 6**

4:00pm - 8:00pm Registration  
6:00pm - 8:00pm Early Bird Social

**Monday, March 7**

8:00am - 8:00pm Registration  
10:00am - 6:30pm Bookstore & Book Signings  
11:00am - 12:00pm Opening Keynote: Temple Grandin  
11:00am - 6:00pm Networking Lounges  
12:00pm - 5:00pm Playground  
12:00pm - 6:00pm Industry Hub  
12:30pm - 6:00pm Meet Ups  
12:30pm - 6:00pm Mentors  
12:30pm - 6:00pm Policy Forum  
12:30pm - 6:00pm Sessions & Workshops  
12:30pm - 6:00pm Summits  
12:30pm - 9:00pm Film Screenings  
7:30pm - 11:00pm Opening Party

**Tuesday, March 8**

8:00am - 9:30am Morning Mixer  
8:00am - 6:00pm Registration  
9:00am - 5:00pm Expo  
9:00am - 6:30pm Bookstore & Book Signings  
9:30am - 10:30am Keynote: Ayah Bdeir  
9:30am - 6:00pm Networking Lounges  
10:00am - 5:00pm Playground  
10:00am - 6:00pm Industry Hub  
11:00am - 6:00pm Meet Ups  
11:00am - 6:00pm Mentors  
11:00am - 6:00pm Policy Forum  
11:00am - 6:00pm Sessions & Workshops  
11:00am - 6:00pm Summits  
11:00am - 9:30pm Film Screenings  
12:00pm - 12:30pm Special Announcement  
2:00pm - 4:00pm Launch Lightning Round  
6:00pm - 7:30pm The 2016 Allen Distinguished Educators Awards Ceremony  
6:00pm - 8:00pm Startup Showcase  
7:30pm - 11:00pm Do Now: An Introduction to NYC Model Redesign Party  
7:30pm - 11:00pm #Momentum Party  
8:00pm - 9:30pm A Celebration of Student Success Party

**Wednesday, March 9**

8:00am - 9:30am Morning Mixer  
8:00am - 6:00pm Registration  
9:00am - 6:30pm Bookstore & Book Signings  
9:30am - 10:30am Keynote: Jane McGonigal  
9:30am - 6:00pm Networking Lounges  
10:00am - 5:00pm Playground  
10:00am - 6:00pm Industry Hub  
11:00am - 6:00pm Meet Ups  
11:00am - 6:00pm Mentors  
11:00am - 6:00pm Policy Forum  
11:00am - 6:00pm Sessions & Workshops  
11:00am - 6:00pm Summits  
11:00am - 9:00pm Film Screenings  
2:00pm - 3:00pm Launch Showdown Round  
5:00pm - 6:30pm Network with Employability Experts  
6:00pm - 10:00pm MBK Best Practices Social Gathering  
6:30pm - 8:00pm Civitas Learning Data and Drinks  
7:30pm - 11:00pm Celebrating Diversity in Education Innovation Party  
7:30pm - 11:00pm Launch Party & Winner Announcement

**Thursday, March 10**

8:00am - 9:30am Top Trends in Higher Education  
9:00am - 12:00pm Morning Mixer  
9:00am - 12:00pm Registration  
9:00am - 3:00pm Playground  
9:30am - 12:00pm Bookstore & Book Signings  
9:30am - 12:00pm Meet Ups  
9:30am - 12:00pm Mentors  
9:30am - 12:00pm Networking Lounges  
9:30am - 12:00pm Sessions & Workshops  
10:00am - 12:00pm Policy Forum  
12:30pm - 2:30pm Closing Program  
2:30pm - 5:30pm Closing Party

*SXSWedu registration badge must be worn for admittance to all programming and events. Badges are non-transferrable.*

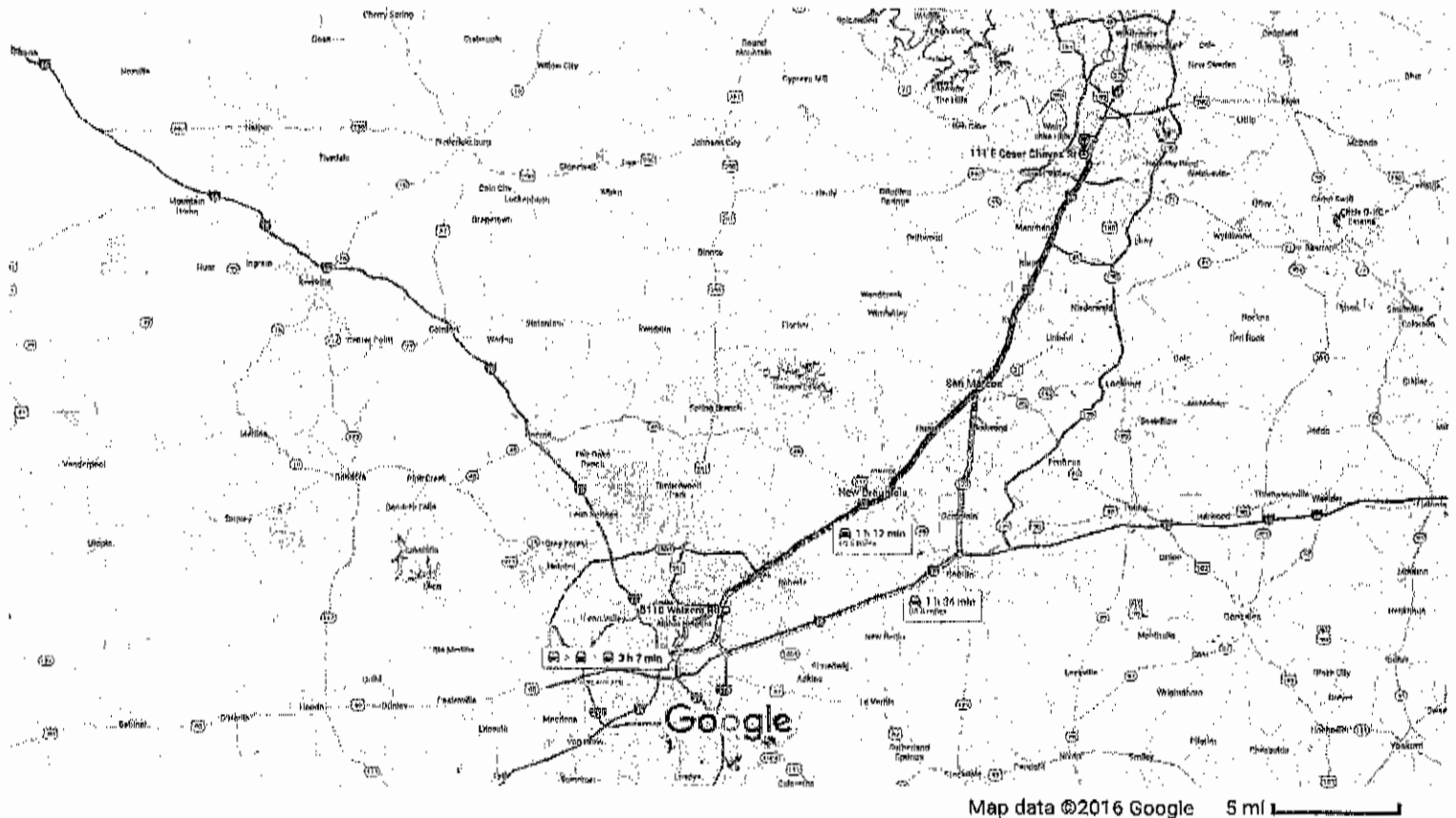


Build Your Personal  
Schedule with the  
SXSWedu Mobile App:  
[sxswedu.com/mobile](http://sxswedu.com/mobile)

Google Maps

5110 Walzem Road, San Antonio, TX to  
111 E Cesar Chavez St, Austin, TX 78701

Drive 69.5 miles, 1 h 12 min



5110 Walzem Rd

San Antonio, TX 78218

Get on I-35 N/N Interstate 35 from Walzem Rd  
and Interstate 35 Frontage Rd/NE Interstate 410  
Loop

4 min (1.5 mi)

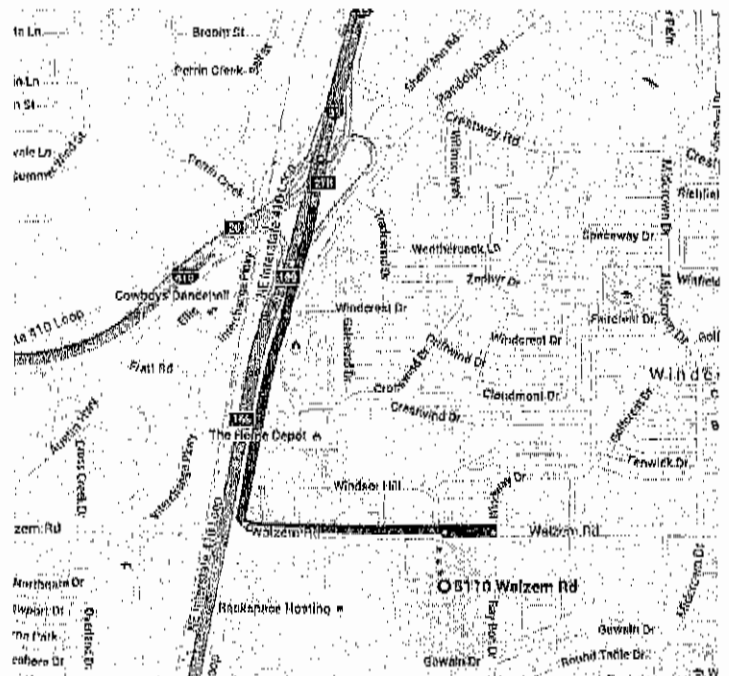
- ↑ 1. Head east on Walzem Rd toward Ray Bon Dr
- ↶ 2. Make a U-turn at Ray Bon Dr
- ➡ 3. Turn right onto Interstate 35 Frontage Rd/NE Interstate 410 Loop
- ⬆ 4. Use the left lane to take the Interstate 35 N ramp

0.1 mi

0.5 mi

0.5 mi

0.4 mi



3/11/2010

5110 Walzem Road, San Antonio, TX to 111 E Cesar Chavez St, Austin, TX 78701 - Google Maps

Follow I-35 N to N Interstate 35 Frontage Rd in Austin. Take exit 234B from I-35 N

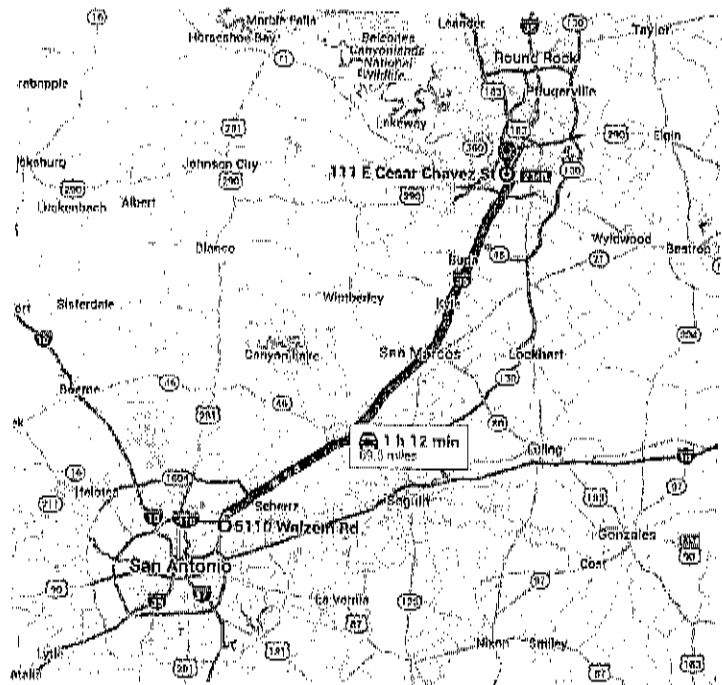
1 h (67.4 mi)

5. Merge onto I-35 N/N Interstate 35
- Continue to follow I-35 N

67.3 mi

6. Take exit 234B toward Cesar Chavez/2nd - 4th Sts

0.1 mi



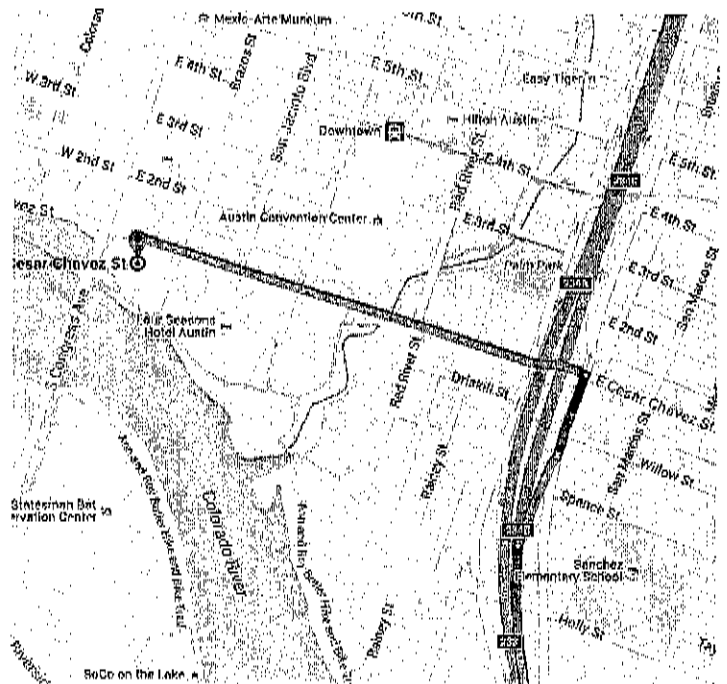
Drive to E 1st St/E Cesar Chavez St

3 min (0.6 mi)

7. Merge onto N Interstate 35 Frontage Rd
- Use the left 2 lanes to turn left onto E 1st St/E Cesar Chavez St
- Destination will be on the left

0.1 mi

0.5 mi



## 111 E Cesar Chavez St

Austin, TX 78701

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.



Roberto Lozano  
5110 Walzem Rd  
San Antonio TX 78218  
United States

Room No. : 0910  
Arrival : 03-07-16  
Departure : 03-10-16  
Page No. : 1 of 1  
Folio No. : 584430  
Conf. No. : 3933908  
Cashier No. : 126

**INVOICE**

Membership No. :  
A/R Number :  
Group Code : SXSWEDU316  
Company Name : South By Southwest, Inc.

03-10-16 09:52:58 AM CDT

Date	Text	Charges	Credits
03-07-16	Room Charge	209.00	
03-07-16	9% City Occupancy Tax	18.81	
03-08-16	Room Charge	209.00	
03-08-16	9% City Occupancy Tax	18.81	
03-09-16	Room Charge	209.00	
03-09-16	9% City Occupancy Tax	18.81	
03-10-16	American Express		683.43
	XXXXXXXXXXXX1003 XX/XX		
<b>Total</b>		<b>683.43</b>	<b>683.43</b>
<b>Balance</b>			<b>0.00</b>

Club Carlson: A faster way to a free night stay at over 1000 Carlson hotels worldwide.  
Enroll and learn more at the front desk or at [clubcarlson.com](http://clubcarlson.com)

**Thank You For Staying With Us**

I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay for any portion or the full amount of these charges.

Guest Signature \_\_\_\_\_

Radisson Hotel & Suites Austin Downtown  
111 E. Cesar Chavez St. at Congress  
Austin, TX 78701  
Telephone: (512) 478-9611 Fax: (512) 473-8399  
Email: [RHI\\_AUTX@Radisson.com](mailto:RHI_AUTX@Radisson.com)

Las Palapas @ Forum  
8151 Agora Parkway  
Live Oak, TX 78148  
210-945-2424

Server: Rossy 03/07/2016  
Cashier:  
Table 13/1 9:19 AM  
Guests: 2

#50004

Reprint #: 1  
Order Type: Order

Chilaq Taco 2.29  
Beef Norteno (2 @3.99) 7.98  
Tea-Iced 2.19  
TO GO CUP 0.25

5 Items

Subtotal 12.71  
Tax 1.05

Total 13.76

M/C #XXXXXXXXXX2124 13.76  
Auth:092058

+ Tip::

= Total:

X

Balance Due 0.00

Get 15% off on your next visit  
Only dining in Mon. thru Fri.  
Not valid with other offer

Cooper's BBQ  
217 Congress Ave  
Austin, TX 78701

Check 256  
BC 3/7/2016  
Restaurant 2:43 PM

PEACH COBBLER 3.75  
MAC-N-CHEESE side 3.75  
DRINK 2.75  
SAUSAGE 6.00  
PORK RIBS 5.51  
BEEF RIBS 5.58

Subtotal 27.34  
Tax 2.26

TOTAL 29.60

M/C -29.60

Acct. XXXXXXXXXXXX2124  
Approval AP144610

CHANGE DUE 0.00



\* C H K 0 0 2 5 6 0 0 1 0 3 0 7 \*

Card #\*\*\*\*-2124, MasterCard

Auth #: 065843

Total Due: \$10.00  
Total Paid: \$10.00  
Ticket #: 03190020  
Setting: Lot 334  
Mech Name: Lot 334

Rate: 9 Hours \$10  
Payment Type: Card

Expiration Date/Time: 07:57 PM Mar 07, 2016  
Purchase Date/Time: 06:57 PM Mar 07, 2016

RECEIPT  
NO IN AND OUT  
NO CHANGE - NO REFUND

LAZ Parking  
LOT 334

Card #\*\*\*\*-2124, MasterCard

Auth #: 065843

Purchase Date/Time: 06:57 PM Mar 07, 2016  
Total Due: \$10.00 Rate: 9 Hours \$10  
Total Paid: \$10.00 Payment Type: Card  
Ticket #: 03190020  
SN #: 630012440261  
Setting: Lot 334  
Mech Name: Lot 334

PLACE FACE UP ON DASH  
NO IN AND OUT  
NO CHANGE - NO REFUND  
NON-TRANSFERABLE  
VIOLATORS WILL BE TOWED  
Expiration Date/Time  
07:57 PM  
MAR 07, 2016

3/8/14

ACCD PARKING  
601 E. 5th / 201 E. 2nd 78701  
accdparkinginfo@austintexas.go

SXSW 5th ST.  
**Credit Card**

Location: Convention Cntr  
No ReEntry Allowed

**FEE: \$15.00**

Attendant: 63 MCRD: xxxx-2124  
Auth Code: "085401" Trans ID: 181  
Issued: 3/8/16 8:53 AM Hand Held 6

NO REFUNDS - NO EXCHANGES



E60018169

JUAN IN A MILLION  
2300 E CESAR CHAVEZ  
AUSTIN, TX 78702

03/08/2016 08135112  
MID: 000000004828196  
TID: 08262908  
971205554886

CREDIT CARD  
MC SALE

CARD: XXXXXXXXXXXXXXX2124  
INVOICE 0017  
Batch #: 000024  
SERVER 0024  
APP Code: 083551  
Entry Mode: Swiped  
Mode: Online

PRE-TIP AMT \$7.84

TIP -----

TOTAL -----

CUSTOMER COPY

Thank you for dining with  
P.F. Chang's China Bistro.  
#9400  
512-457-8300

Server: Rebekah 03/08/2016  
Table 11/4 1:44 PM  
Guests: 3

#50031

Traditional Iced Tea 2.95  
Pad Thai Chicken 13.95  
Subtotal 16.90  
Non-Alco Tax 0.24  
Food Tax 1.15  
Total 18.29

**Balance Due 18.29**

Gratuity Not Included

**GUEST CHECK™**

Date 3/8/16 Table 18 Guest 1 Server 1  
5424  
APPT-SOUP/SAL-ENT VEG/POT-DESSERT-BEV

1 Migas ch  
1 Pot chd.  
Tax

\$7.84

Tax

Total

Thank You — Please Come Again

SYSCO CORPORATION, HOUSTON, TX Reorder #4805487 MADE IN THE USA

Banger's Sausage House  
& Beer Garden  
79 Rainey St.  
Austin, TX  
512-386-1656

Server: sara 03/08/2016  
2050/1 9:57 PM  
Guests: 1 40006

Pot roast 8.00  
Brat. it 8.00

Subtotal 16.00  
Tax 1.32

Total 17.32

**Balance Due 17.32**

3/9/16

## ACCD PARKING

601 E. 5th / 201 E. 2nd 78701

accdparkinginfo@austintexas.gov

SXSW 5th ST.

## Credit Card

Location: Convention Cntr  
No ReEntry Allowed

FEE: \$15.00

Attendant: 31 MCRN: xxxx-2124  
Auth Code: "090316" Trans ID: 187203  
Issued: 3/9/16 9:02 AM Hand Held 5

NO REFUNDS - NO EXCHANGES



E50007473

Iron Cactus 6th Street  
606 Trinity  
Austin Tx 78701  
512-472-9240Server: Lynn- 03/09/2016  
Table 205/5 8:26 PM  
Guests: 4 100007  
Reprint #: 1Steak Fajitas for 1 19.00  
Charro Beans  
No Sour Cream  
Flour Tort  
1/6 Cheese Enchiladas 2.16  
Refried BeansSubtotal 21.16  
Tax 1.75

Total 22.91

Balance Due 22.91

## \*\*\*\*\*Suggested Tip\*\*\*\*\*

Excellent Service (20%) = 4.23  
Great Service (18%) = 3.81  
Good Service (15%) = 3.17Server: AM BAR 03/09/2016  
1/1 12:23 PM  
Guests: 0

#20005

Maine Root Diet Cane Cola 2.75  
Cheeseburger 16.00  
add AvocadoSubtotal 18.75  
Tax 1.55

Total 20.30

Balance Due 20.30

FOOD: 18.75

Thank You for Dining with Us  
Suggested Gratuity for your Convenience

(22%) = 4.13

(20%) = 3.75

(18%) = 3.38

www.MoonshineGrill.com



3/10/14

## BUC-EE'S

2760 IH 35 North  
New BraunfelsTX  
78130  
979-238-6390

**ORDER #587**

KOL STRWB CRM CHSE	4	\$5.16
<b>MASTER TRAN</b>		
TRU SLCD SSG BBQ SAND		\$5.99
SALT WTR TAFFY		\$4.99
FRITOS ORIG XXVL		\$1.49
44OZ FOUNTAIN		\$1.69
BEAVER NUGGETS		\$3.99

Sub Total	\$23.31
Tax	\$1.37

**Total      \$24.68**

Master Card:	\$24.68
Change	\$0.00

Master Card

Card Num : (S) XXXXXXXXXXXX2124  
Terminal : 800000075507101  
Approval : 122248

**WWW.BUC-EES.COM**

POS: 41 Cashier: Nubia, Ro  
3/10/2016 12:22:06 TRAN:83635

# GUEST CHECK™

Date	Table	Guests	Server	59609
------	-------	--------	--------	-------

**APPT-SOUP/SAL-ENTREE-VEG/POT-DESSERT-BEV**

Robert	Pfe F
1701 F	
17ea	Tax Total 10.93

**NCC** 3632 **GUESTCHECK™** [www.nationalchecking.com](http://www.nationalchecking.com) **MADE IN THE USA**

### **Guest Receipt**

Date 5	Amount /	Guests	59609
-----------	-------------	--------	-------

10:46	03-10-2016
MC NO.0000	0100
DEP1#001	\$7.9511
DEP1#001	\$0.2011
DEP1#001	\$1.9511
-----	
SUBTOTAL	\$10.10
TAX1	\$0.83
TOTAL-TAX	\$0.83
-----	
TOTAL	\$10.93
CASH	\$20.00
CHANGE	\$9.07

/ HAVE A NICE DAY /  
 / PLEASE COME AGAIN /

HABANERO  
501 W OLTORE ST  
AUSTIN, TX 78704  
512.416.0443