

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, 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 **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.



056200022292

Travel Reimbursement ID 22292 (William Sturgis-004 Travel ID: 47347) Input by: William Sturgis

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
06/27/2013	\$0.00	\$8.71	0	\$0.00	\$0.00	Meals travelling to Orlando Florida	\$8.71
06/28/2013	\$87.19	\$29.87	0	\$0.00	\$0.00		\$117.06
06/29/2013	\$87.19	\$47.09	0	\$0.00	\$0.00		\$134.28
06/30/2013	\$87.19	\$29.47	0	\$0.00	\$0.00		\$116.66
07/01/2013	\$87.19	\$26.22	0	\$0.00	\$0.00		\$113.41
07/02/2013	\$52.32	\$6.39	0	\$0.00	\$0.00		\$58.71
07/03/2013	\$0.00	\$23.60	0	\$0.00	\$0.00	Meals, Slept on the bus on the way back from Orlando	\$23.60
07/04/2013	\$0.00	\$18.33	0	\$0.00	\$0.00	Travel from Orlando Florida to Roosevelt High School	\$18.33
Total:	\$401.08	\$189.68	0	\$0.00	\$0.00		\$590.76

Total Expense: \$590.76

Less Advance: \$0.00

Due NEISD/DUE Undersigned: \$590.76

Account Code Information:

Account Code	Amount
	Total: \$0.00

Copyright© 2005 North East Independent School District.

6/27

MCALISTERS
DELI OF OCEAN SPRINGS

Ocean Springs, MS
 225-818-9998

131727
BRITTANY S Table **3**
 Thu 06/27/13 8:01 PM Guests **6**

1 BIG NASTY 7.99
 1 PLAIN CHIPS 0.00
 1 SMALL WATER 0.00

Subtotal 7.99
 Taxes... 0.72

Total 8.71

DISCOVER Amount Applied 8.71

DISCOVER Tendered 8.71

 *
 * Join Deligrams e-club *
 * & receive McAlister's news *
 * in your Inbox *
 *
 * www.mcalistersdeli.com *
 *

8.71

6/28

GRATUITY NOT INCLUDED (15-20%)
 HOULI521@ADAK.NET
 9150 International Drive
 Orlando FL 32819

Server: Danamari 06/28/2013
 63/5 6:35 PM
 Guests: 1 50087
 Reprint #: 1

Buffalo Bleu Salad 13.95
 Sweet Tea 2.59
 Coffee 2.75

Subtotal 19.29
 Tax 1.26

Total 20.55

Balance Due 20.55

PHONE 407.363.0043
 HOMEMADE SCRATCH KITCHEN
 CATERING AVAILABLE
 HAPPY HOUR FROM 11 TO 11
 PRIVATE UPSTAIRS DINING
 UPSTAIRS PATIO DINING

McDonald's Kirkman Rd.
 We guarantee 100% satisfaction
 Please direct comments to:
 407-859-7123 ext. 100
 comments@cartherfoods.com
 5400 KIRKMAN ROAD
 ORLANDO
 FL
 32809

!!! THANK YOU !!!
 TEL# 407 352 1528 Store# 6296

KS# 2 Jun.28'13 (Fri) 07:58

MFY SIDE 1 KVS Order 96

QTY	ITEM	TOTAL
1	Sau Egg McMuffin M1	4.99
1	M Coffee	
1	S Water	0.00

Subtotal 4.99
 Tax 0.33

Take-Out Total 5.32

Cash Tendered 20.00
 Change 14.68

MCDONALD'S 6296

29.87

6/29

CAFE OSCOLA
Orlando, FL

Welcome to Shingle Creek

6/29/2013 8:22

=====

Check: 7074104

Server: Abderrafie

Cashier: Abderrafi

Table: 202

Covers: 1

=====

Regular Check 18%

Seat#: 1

1 Breakfast Buffet 17.50

 *D Tour & Travel Reim -7.00
TSA

Subtotal 17.50

Tax 0.68

Gratuuity 18% 3.15

Additional Tip 0.00

Total 14.33

Additional Tip: ~~2.00~~Total: ~~16.33~~

Hotel: 14.33

Room/Acct No.: _____

Print Name

 X William Stupoff
SIGNATURE

Please Note: 18% Gratuity has
been included in your check.
If you feel the servers have
done an excellent job, you are
welcome to leave additional
gratuuity.

Thank you for dining with us.
Please come again.

Copper Canyon Grill
9101 International Drive
Orlando, Florida 32819
Phone 407.363.3933
www.ccgrill.com

1050 Jason G

 Tbl 55/4 Chk 1229 Gst 1
Jun29'13 07:19PM

 1/4 Guacamole 3.00
1 Sweet Tea 3.00
1 1/2 BBQ Ribs 21.00

Subtotal 27.00

Sales Tax 1.76

08:25PM Total 28.76

Thank you for dining with us!

Customary Gratuity for

Great service is 18-20% 32.70

comments@ccgrill.com

47.09

6/30

M.

Marlow's

9101 International Drive
Suite 1204
Orlando FL 32819
407-351-3627

1012 Jason L

Tbl 43/3 Chk 4824 Gst 1
Jun30'13 08:16PM

1 Iced Tea 2.85
1 BURG Blk Blu 11.00

Subtotal 13.85
Tax 0.90
09:10PM Total 14.75

Thank you!

Tip 3.00
17.75



Welcome to Shingle Creek

6/30/2013 7:34

Check: 7160462

Cashier: Leidy

Regular Check

1 Fried Egg Sndwch 8.95
1 Coffee Medium 2.05

Subtotal 11.00
Tax 0.72
Total 11.72

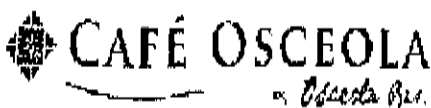
Discover 11.72
XXXXXXXXXX3748
STURGIS/WILLIAM G

GRAND TOTAL 11.72

T716 C1297 6/30/2013 07:34

Thank you for your business.
Come visit us again soon.

29.47



Welcome to Shingle Creek

7/1/2013 10:41

=====

Check: 7074421

Server: Abderrafie

Cashier: Abderrafi

Table: 504

Covers: 1

=====

Regular Check 18%
1 Breakfast Buffet 17.50
*D Tour & Travel Relo. -7.00
TSA

Subtotal 17.50
Tax 0.88
Gratuity 18% 3.15
Additional Tip 0.00
Total 14.33

TSA

Additional Tip: _____

Total: _____

Hotel: _____

Room/Acct No.: _____

Print Name

X _____
SIGNATURE

Please Note: 18% Gratuity has been included in your check. If you feel the servers have done an excellent job, you are welcome to leave additional gratuity.

Thank you for dining with us.
Please come again.



Welcome to Rosen Inn
at Pointe Orlando

7/1/2013 19:38

=====

Check: 3040200

Server: Jaroslava

Cashier: Adriana

Table: 2

Covers: 1

=====

Regular Check 12%
1 Buffet - Adult 12.95
*D Senior Disc 25% -3.24

Gross Sales 12.95
Discount -3.24
Subtotal 9.71
Gratuity 1.55
Tax 0.63
Total 11.89

Discover 11.89
XXXXXXXXXX3748
STURGIS/WILLIAM G

GRAND TOTAL 11.89

=====

T302 C1273 7/1/2013 19:53

=====

Dinner: 5:00pm ~ 9:00pm
Present receipt for \$2 off
per person at dinner!

26-22

7/2

7/2/2013 7:49

=====

SC-Smooth Java

Check: 74001449

Server: Zoila

Terminal: 740

=====

Regular Check

1 Coffee Lrg 2.75

1 Danish 3.25

Subtotal 6.00

Tax 0.39

Total 6.39

Cash 7.00

Change 0.61

GRAND TOTAL 6.39

=====

T740 C137 7/2/2013 07:49

=====

Thank You for your Business.

Great Coffees, Teas, Smoothie
and Danish.

Three Broomsticks-134
Islands of Adventure
www.universalorlando.com

7/3
OPERATOR: Joann P. 2619 TABLE NUMBER: 87
CHECK NUMBER: 5-103
TICKET NUMBER: 05103

3	Btl Water Resource	10.50
	Great Feast App	49.99
	Combo	
	Guest Name	0.00
	SUBTOTAL	60.49
	TAX	3.25
	AMOUNT DUE	63.74

VF DISCOVER PURCHASE 63.74
ACCOUNT NUMBER XXXXXXXXXXXX3748
AUTH: 00375B
TRACKING NO.: 933454922
CEM: S ODN: 0

Bill 15.94

NAME: STURGIS/WILLIAM G

CHANGE 0.00
Items Sold: 5

Approved

Be sure to experience the thrills and
excitement in BOTH of our amazing
theme parks - Universal Studios
and Universal's Islands of Adventure

7/3/2013 12:38 0134 005 0103 Joann P.



POPEYES
CHICKEN & BISCUITS®

Wed July 3, 2013
Check #537261-1

1 3 Wings Combo	\$7.19
1 Mild Chicken	\$0.00
1 Small French Fries	\$0.00
1 22oz Pepsi	\$0.00

FOOD	:	\$7.19
Sub-Total	:	\$7.19

Sales Tax	\$0.47
-----------	--------

Total \$7.66

TELL US
how well we did
Please call
1-800-682-0219
and TELL them

**Popeyes Store
#2187**

**THANK YOU
For Participating**

Sailor Men 122
Store Phone Number 407-351-7041

TAKE OUT
Time: 21:49 1 Customer

TELL US how well we did
1-800-682-0219

Your Cashier
: Jasmine

Order 1127

Credit Card : \$7.66

23.40

7/4

Burns 31
7501 Washington Ave
Ocean Springs MS
00301298

07/04/2013 7:31:39 AM
Register: 1 Trans #: 2248 Op ID: 3
Your cashier: Sheila

Large Ice Bag \$3.19 101

Subtotal = \$3.19
Tax = \$0.22

Total = \$3.41
Change Due = \$0.00

Credit

\$3.41

XXXXXXXXXXXX3748, DISCOVER
INVOICE E/9872123
AUTH 00437B
1000286331401

Learn how to
EARN REWARDS
with a Chevron
or Texaco
Credit Card
See application
for details

Thank you for shopping.
Please don't drink and drive

FREE ANY SIZE FOUNTAIN DRINK!
(w/ paid a la carte sandwich and fries)
Go to www.McDonaldsFeedback.com
and tell us about your visit.

Validation Code: _____

Limit one per customer per visit.

Valid at participating locations only.

7501 WASHINGTON AVE

OCEAN SPRINGS

MS

39564

!!! THANK YOU !!!

TEL# 228-875-7824 Store# 7

KS# 2

Jul.04'13 (Thu) 07:09

MFY SIDE 1 KVS Order 94

QTY ITEM	TOTAL
1 3th Chicken Bis Meal	3.59
1 M Coffee	0.19
<Drink Upcharge>	

Subtotal	3.78
Tax	0.26

Eat-In Total	4.04
--------------	------

Cashless	4.04
Change	0.00

MER# 49852402

CARD ISSUER ACCOUNT#

Discv SALE *****3748

AUTHORIZATION CODE - 004228 SEQ# 472202

Accepting Applications-Part Time
www.McState.com/00007

CONTINUE

WHATABURGER

Restaurant 766
General Manager -Chasity Crawford
Winnie, TX 77665
(409)296-9914
14935 FM 1663
1-800-68Burger

7/4/2013

1:09:22 PM

Order 136083

Cashier: Durancelo M

FREE ANY SIZE FOUNTAIN DRINK!
(w/ paid a la carte sandwich and fries)
Go to www.McDonaldsFeedback.com
and tell us about your visit.
Validation Code: _____
Limit one per customer per visit.
Valid at participating locations only.

7501 WASHINGTON AVE

OCEAN SPRINGS

MS

39564

!!! THANK YOU !!!

TEL# 228-875-7824 Store# 7

KS# 2 Jul.04'13 (Thu) 07:23

KVS Order 19

QTY ITEM	TOTAL
1 3 Orange Juice Co	1.49
Subtotal	1.49
Tax	0.10
Take-Out Total	1.59
Cash Tendered	2.00
Change	0.41

Accepting Applications-Part Time
www.McState.com/00007

1 #1 ML-WHATABURGER	6.29
ADD MAYO	0.00
LARGE CHEESE	0.65
*****	0.00
FRIES	0.00
ML-32OZ-CHOC SHAKE	0.00
ML-32OZ-CHOC SHAKE	1.65
-----	0.00

SubTotal	8.59
Tax	0.70

Total	9.29
-------	------

Visa	9.29
Acct:XXXXXXXXX4034	

Approval:050280

Table Tent # 91

Order 136083

Dine In

Thank you for visiting!

7/4/13
18.23

Fairfield Inn & Suites by Marriott

8214 Universal Blvd
Orlando, FL 32819
407.581.9001

William/Mr Sturgis

Room: 316

Room Type: QNQN

Number of Guests: 2

Rate: \$93.00

Clerk: FSA

Arrive: 02Jul13

Time: 02:46PM

Depart: 03Jul13

Time: 08:09AM

Folio Number: 56195

Date

Description

Charges

Credits

27Jun13

Advance Deposit

104.63

02Jul13

Room Charge

93.00

02Jul13

Occupancy Sales Tax

5.58

02Jul13

State Occupancy Tax

6.05

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.

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

See "Internet Privacy

Bill Hall
\$52.32



9939 Universal Blvd
Orlando, FL 32819
Tel: (407) 996-9939
Fax: (407) 996-3150
www.RosenShingleCreek.com



Guest Name: William Sturgis
5110 Walzen Road
San Antonio, TX 78218 USA

Room #: 9111
Folio #: RR71208FC - 1
Group #: 2959
Guests: 4
Clerk:
CL #:

Arrive: 06/28/13 Time: 01:33 PM Depart: 07/02/13 Time: 02:07 AM Status: FOL

Date	Description	Reference	Comment	Charges	Credits
05/17/2013	DEP AMEX	05178029881	*****1009 160324		(\$174.38)
06/28/2013	BALANCE TRANSFER	rm dep	From: Bain Allison 9101		(\$523.14)
06/28/2013	ROOM CHARGE	9111		\$155.00	
06/28/2013	ROOM TAX	9111t	ROOM TAX	\$19.38	
06/29/2013	ROOM CHARGE	9111		\$155.00	
06/29/2013	ROOM TAX	9111t	ROOM TAX	\$19.38	
06/30/2013	ROOM CHARGE	9111		\$155.00	
06/30/2013	ROOM TAX	9111t	ROOM TAX	\$19.38	
07/01/2013	ROOM CHARGE	9111		\$155.00	
07/01/2013	ROOM TAX	9111t	ROOM TAX	\$19.38	

Folio Balance: \$0.00

87.19

697.52

Bills
Half
348.76

If I elect to pay by credit card, I understand that: acceptance is subject to approval by the issuing organization; information necessary to charge my credit card account will appear on my itemized hotel folio (s) and be transmitted electronically in lieu of a sales draft; my liability for this bill is not waived and agree that in the event the indicated person, company, or association fails to pay, I will be held responsible.