

Expense Report

City of South Padre Island
 4601 Padre Blvd.
 South Padre Island, TX 78597
 Phone: (956) 761-8127
 Fax: (956) 761-3892

Date Submitted: _____

Name: _____

Department / Division: _____

Date	Description	Mileage	Parking	Meals	Tips	Airfare	Hotel	Entertainment	Transportation	Misc./Other	Reimbursement	Total
NOTE: Refer to the current state mileage reimbursement amount.		Total Expenses										

Employee Signature: _____

Supervisor Approval: _____

Dept. Director Approval: _____

Cash Advance	
Due to City	
Cash Expenses	
Due to Employee	