

SEE INSTRUCTIONS ON BACK
BEFORE COMPLETING FORM.

CITY OF MYRTLE BEACH
SOUTH CAROLINA
EXPENSE REIMBURSEMENT REPORT

DATE

10/6/09

ACCOUNT NO. 10-19-10-100-476

NAME

John Rhodes

DEPARTMENT

100

DESTINATION

Kilbuckey, Ireland

TOTAL TIME ON TRIP

FROM

9-2-07

TO

9-9-07

TRAVEL
REQUISITION REFERENCE NO.

DATE
EXPENSE

9/2
SUN

9/3
MON

9/4
TUES

9/5
WED

9/6
THUR

9/7
FRI

9/8
SAT

TOTALS

TRANSPORTATION

PRIVATE

AIR ☒

CAR ☐

RAIL ☐

CITY CAR ☐

MEALS

BREAKFAST

LUNCH

DINNER

LODGING

REGISTRATION FEES

TAXI/CAR FARE

GARAGE

TOLL

TELEPHONE/TELEGRAPH

TIPS/GRATUITIES

MISC.

REMARKS

Reimburse
Terry Springs. Air 762.94

TOTAL EXPENSES

LESS AMOUNT ADVANCED

ADVANCE CHECK NO.

BALANCE DUE EMPLOYEE (CITY)

Adv
Prepaid

1212.09

<800.00>

<762.94>

<350.85>

<113.79>

762.94

229.00

54.00

83.00

72.00

318.00 ÷ 1.708 =

449.15

800.00

350.85

IF AMOUNT PAID DIFFERS FROM
DUE, SEE REMARKS.

Owes
350.85
air 762.94

1,113.79 owes
city

☐ APPROVED

☐ DISAPPROVED

☐ APPROVED AS CORRECTED

EMPLOYEE

DATE

SUPERVISOR

DATE

DEPARTMENT HEAD

DATE

DrD