

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Employee

Name: Steven P. Brown

ENTER DATES:

From: _____ To: _____

What Type of Expenses are Included on This Report?

11/1/2012 11/28/2012

Misc. Expenses

Any Travel Advance Received? (Enter Yes or No) →	No	Enter Amount of Advance: →
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Destination: Local

Reason for Travel: _____

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
11/13/2012	Dinner before Ojai City Council Meeting - H. Buchman, S. Brown	Other Misc.	Employee Paid	\$34.89	\$34.89	
11/19/2012	Lunch with Paratransit Consultant - Patti Post, H. Buchman, S. Brown	Other Misc.	Employee Paid	\$37.16	\$37.16	
11/28/2012	Registration for Chamber Alliance Luncheon	Other Misc.	Employee Paid	\$40.00	\$40.00	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal		\$112.05	\$112.05	
Meal & Incidentals	\$0.00			
Meal & Incidentals <u>Maximum</u> (from Worksheet)	\$0.00			
				M&IE Adjustment (if Applicable)
				Mileage Reimbursement (from Mileage Worksheet)
				Minus Travel Advance
				Total Due to Employee
				\$112.05
				Refund Due to GCT

Signed: 

Date: 11/28/12

Approved: _____

Date: _____