Item No. 6

# GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Employee Name: **Steven P. Brown**

What Type of Expenses are Included on This Report?

***Misc. Expenses***

**ENTER DATES:**

From: 3/1/2012 To: 4/30/2012

Any Travel Advance Received? (Enter Yes or No) → No

Enter Amount of Advance: →

Destination: **Local**

Reason for Travel:

| Date | Description of Expense Item | Expense Type | Payment Method | Amount | Reimbursable Amount | Accounting Only |
|---|---|---|---|---|---|---|
| 3/15/2012 | Lunch before Transit Operators meeting in Thousand Oaks - S. Brown, H. Buchman, C. Winegar | Other Misc. | Employee Paid | $48.79 | $48.79 | |
| 4/6/2012 | Ventura Chamber Connection Breakfast | Other Misc. | Employee Paid | $25.00 | $25.00 | |
| 4/12/2012 | Oxnard Chamber Breakfast | Other Misc. | Employee Paid | $25.00 | $25.00 | |
| 4/5/2012 | Parking in Glendale for PERB Hearing with N. Schreiner | Transportation | Employee Paid | $12.00 | $12.00 | |
| 4/13/2012 | Lunch after VCTC meeting with Strategic Planning Consultant - S. Brown, P. Bluman, H. Buchman | Other Misc. | Employee Paid | $60.94 | $60.94 | |
| 4/17/2012 | Ice for cooler for Pizza with GM event in Maintenance Break Room | Other Misc. | Employee Paid | $4.00 | $4.00 | |
| 4/17/2012 | Pizza for Pizza with GM event in Maintenance Break Room | Other Misc. | Employee Paid | $120.41 | $120.41 | |
| 4/17/2012 | Desserts for Pizza with GM event in Maintenance Break Room | Other Misc. | Employee Paid | $12.38 | $12.38 | |
| 4/20/2012 | Lunch with Santa Barbara MTD General Manager - discuss coordination ideas and VISTA service | Other Misc. | Employee Paid | $52.00 | $52.00 | |
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| | ***TOTALS FROM PAGE TWO (IF REQUIRED)*** | | | | | |
| | **Subtotal** | | | $360.52 | $360.52 | |

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|---|---|---|---|
| **Meal & Incidentals** | **$0.00** | | |
| **Meal & Incidentals Maximum (from Worksheet)** | **$0.00** | M&IE Adjustment (if Applicable) | |
| | | **Mileage Reimbursement (from Mileage Worksheet)** | |
| | | **Minus Travel Advance** | |
| | | **Total Due to Employee** | **$360.52** |
| | | **Refund Due to GCT** | |

Signed: Steven P Brown Date: 4-25-12

Approved: Date: