

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?

Misc. Expenses

9/29/2012 10/3/2012

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

No

Enter Amount of Advance: →

Destination: Seattle, WA

Reason for Travel: APTA Annual Conference

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
9/10/2012	Registration Fee for Conference	Other Misc.	Agency Paid / CalCard	\$700.00	\$0.00	
8/31/2010	Airfare - Burbank/Seattle round trip	Transportation	Employee Paid	\$207.60	\$207.60	
9/29/2012	Luggage Fee - Alaska Airlines	Transportation	Employee Paid	\$20.00	\$20.00	
9/29/2012	Lunch in Seattle	Meals/ Incidentals	Employee Paid	\$7.67	\$7.67	
9/29/2012	Dinner	Meals/ Incidentals	Employee Paid	\$20.70	\$20.70	
10/3/2012	Lunch	Meals/ Incidentals	Employee Paid	\$18.81	\$18.81	
9/29/2012	Sound Transit Light Rail from airport to hotel	Transportation	Employee Paid	\$2.75	\$2.75	
10/3/2012	Hotel - 4 nights including all taxes and fees	Lodging	Employee Paid	\$905.04	\$905.04	
10/3/2012	Gratuity for housekeeping staff	Other Misc.	Employee Paid	\$20.00	\$20.00	
10/3/2012	Luggage Fee - Alaska Airlines	Transportation	Employee Paid	\$20.00	\$20.00	
9/29/2012	Snacks - no receipt	Other Misc.	Employee Paid	\$5.00	\$5.00	
10/3/2012	Parking at Burbank Airport - 5 days	Transportation	Employee Paid	\$50.00	\$50.00	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal

\$1,977.57 \$1,277.57

Meal & Incidentals \$47.18

Meal & Incidentals Maximum (from Worksheet) \$64.00

M&IE Adjustment
(if Applicable)

Mileage Reimbursement (from Mileage Worksheet)

Minus Travel Advance

Total Due to Employee \$1,277.57

Refund Due to GCT

Signed: _____

Steven P. Brown

Date: _____

10/28/12

Approved: _____

Date: _____