Item 10

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: 8/29/2012 To: 9/28/2012

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
8/29/2012	Registration for Port Hueneme Chamber of Commerce Awards Dinner	Other Misc.	Employee Paid	$45.00	$45.00	
8/30/2012	Registration for Federated Chambers Luncheon	Other Misc.	Employee Paid	$40.00	$40.00	
8/31/2012	Lunch meeting with M. Silacci, Ventura Chamber Board Chair, to discuss Finance Committee work	Other Misc.	Employee Paid	$28.67	$28.67	
9/7/2012	Ventura Chamber Connection Breakfast	Other Misc.	Employee Paid	$25.00	$25.00	
9/7/2012	Lunch Meeting with management consultant S. Adams to discuss team building and strategic	Other Misc.	Employee Paid	$26.06	$26.06	
9/11/2012	Lunch Meeting with Chairman MacDonald to discuss agenda and review upcoming meetings	Other Misc.	Employee Paid	$26.52	$26.52	
9/26/2012	Lunch Meeting with Chairman MacDonald, M. Erickson, K. Burnham to discuss transit district legis.	Other Misc.	Employee Paid	$54.12	$54.12	
	TOTALS FROM PAGE TWO (IF REQUIRED)					
	Subtotal			$245.37	$245.37	

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	**$245.37**
		Refund Due to GCT	

Signed: Steven P Brown Date: 9/28/12

Approved: Date: