

**Item No. 10**

**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**

7/1/2012 8/23/2012

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
7/12/2012	Oxnard Chamber Good Morning Oxnard Breakfast Registration	Other Misc.	Employee Paid	\$30.00	\$30.00	
8/3/2012	Lunch meeting w/consultant to discuss paratransit RFP development/paratransit oversight assistance	Other Misc.	Employee Paid	\$47.51	\$47.51	
8/15/2012	Oxnard Chamber Military Appreciation Dinner	Other Misc.	Employee Paid	\$55.00	\$55.00	
<b>TOTALS FROM PAGE TWO (IF REQUIRED)</b>						

<b>Subtotal</b>		\$132.51	\$132.51
<b>Meal &amp; Incidentals</b>	<b>\$0.00</b>		
<b>Meal &amp; Incidentals <u>Maximum</u> (from Worksheet)</b>	<b>\$0.00</b>		M&IE Adjustment (if Applicable)
			Mileage Reimbursement (from Mileage Worksheet)
			Minus Travel Advance
			<b>Total Due to Employee</b>
			<b>\$132.51</b>
			Refund Due to GCT

Signed: Steven P Brown

Date: 8/23/12

Approved: \_\_\_\_\_

Date: \_\_\_\_\_