

Item No. 6

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

3/1/2013 3/26/2013

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

No

Enter Amount of Advance: _____

Destination: APTA Fare Collection Workshop

Reason for Travel: _____

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
3/1/2013	Registration for APTA Fare Collection Workshop	Other Misc.	Agency Paid / CalCard	\$525.00	\$0.00	
2/25/2013	Airfare	Transportation	Employee Paid	\$232.80	\$232.80	
3/17/2013	Train ticket from airport to hotel	Transportation	Employee Paid	\$2.00	\$2.00	
3/17/2013	Dinner	Meals/ Incidentals	Employee Paid	\$16.02	\$16.02	
3/18/2013	Dinner	Meals/ Incidentals	Employee Paid	\$12.00	\$12.00	
3/19/2013	Lunch	Meals/ Incidentals	Employee Paid	\$11.26	\$11.26	
3/20/2013	Gratuity for hotel staff	Other Misc.	Employee Paid	\$15.00	\$15.00	
3/17/2013	Snack - No receipt	Meals/ Incidentals	Employee Paid	\$5.00	\$5.00	
3/18/2013	Snack - No receipt	Meals/ Incidentals	Employee Paid	\$5.00	\$5.00	
3/20/2013	Dinner at Phoenix Airport	Meals/ Incidentals	Employee Paid	\$26.95	\$26.95	
3/20/2013	Hotel - 3 nights	Lodging	Employee Paid	\$642.24	\$642.24	
3/20/2013	Parking at Burbank Airport	Transportation	Employee Paid	\$40.00	\$40.00	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal

\$1,533.27 \$1,008.27

Meal & Incidentals	\$76.23	
Meal & Incidentals <u>Maximum</u> (from Worksheet)	\$137.00	M&IE Adjustment (if Applicable)
Mileage Reimbursement (from Mileage Worksheet)		
Minus Travel Advance		
Total Due to Employee		\$1,008.27
Refund Due to GCT		

Signed: _____

Steven P Brown

Date: _____

3/25/13

Approved: _____

Date: _____