



## 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?

12/1/2012 12/26/2012

**Misc. Expenses**

Enter Amount of Advance: →

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

No

Destination: Local

Reason for Travel: \_\_\_\_\_

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
12/6/2012	Dinner after Bus Riders Union Meeting in Fillmore. S. Brown, H. Buchman, C. Torres	Other Misc.	Employee Paid	\$57.23	\$57.23	
12/7/2012	Lunch w/legal counsel - discuss District Legislation. Schreiner, Farina, Laredo, Buchman, Brown	Other Misc.	Employee Paid	\$94.64	\$94.64	
12/19/2012	Registration for Ventura Chamber Annual Meeting	Other Misc.	Employee Paid	\$25.00	\$25.00	
<b>TOTALS FROM PAGE TWO (IF REQUIRED)</b>						

**Subtotal**

\$176.87 \$176.87

<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>\$176.87</b>
		Refund Due to GCT

Signed: \_\_\_\_\_

*Steven P. Brown*

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

12/26/12

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

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