

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?

1/1/2014 1/31/2014

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
1/7/2014	Pastries for Board of Directors meeting	Other Misc.	Employee Paid	\$5.98	\$5.98	
1/9/2014	Registration for Oxnard Chamber of Commerce Good Morning Oxnard Breakfast	Other Misc.	Employee Paid	\$25.00	\$25.00	
1/10/2014	Registration for Port Hueneme Chamber Wake-Up Hueneme Breakfast	Other Misc.	Employee Paid	\$17.00	\$17.00	
1/23/2014	Registration for Ventura Chamber of Commerce Board Installation and Annual Meeting	Other Misc.	Employee Paid	\$25.00	\$25.00	
1/25/2014	Registration for Oxnard Chamber Installation Gala	Other Misc.	Employee Paid	\$100.00	\$100.00	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal

\$172.98

\$172.98

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

\$172.98

Refund Due to GCT

Signed: _____

Steven P. Brown

Date: _____

1/27/14

Approved: _____

Date: _____