

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item #6

Employee

Name: **Steven P. Brown**

ENTER DATES:

From: _____ To: _____

What Type of Expenses are Included on This Report?

Misc. Expenses

5/1/2014 5/20/2014

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

No

Enter Amount of Advance: →

Destination: **Local**

Reason for Travel: _____

<u>Date</u>	<u>Description of Expense Item</u>	<u>Expense Type</u>	<u>Payment Method</u>	<u>Amount</u>	<u>Reimbursable Amount</u>	Accounting Only
5/19/2014	Lunch with HR consultant during interviews - S. Brown, S. Rosenberg, M. Brinser	Other Misc.	Employee Paid	\$40.24	\$40.24	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal

\$40.24 \$40.24

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 \$40.24

Refund Due to GCT

Signed: _____

Steven P Brown

Date: May 28, 2014

Approved: _____

Date: _____