

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item #12

Employee

Name: **Steven P. Brown**

ENTER DATES:

From: To:

5/21/2014 6/26/2014

What Type of Expenses are Included on This Report?

Misc. Expenses

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

No

Enter Amount of Advance: →

Destination: **Local**

Reason for Travel: _____

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
5/22/2014	Management Team lunch meeting with first candidate for HR Director position	Other Misc.	Employee Paid	\$108.75	\$108.75	
5/23/2014	Management Team lunch meeting with second candidate for HR Director position	Other Misc.	Employee Paid	\$122.14	\$122.14	
6/2/2014	Lunch meeting with third candidate for HR Director position - S Brown and S Rosenberg	Other Misc.	Employee Paid	\$46.24	\$46.24	
6/5/2014	Dinner before Oxnard Planning Commisstion meeting - S Brown and R Caldwell	Other Misc.	Employee Paid	\$32.49	\$32.49	
6/17/2014	Lunch meeting with Communications Consultant to discuss strategies. S Brown, C Torres, L Coverly	Other Misc.	Employee Paid	\$56.96	\$56.96	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal

\$366.58 \$366.58

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 \$366.58

Refund Due to GCT

Signed: _____

Steven P Brown

Date: June 25, 2014

Approved: _____

Date: _____