

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

4/1/2014 4/30/2014

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
4/11/2014	Lunch Meeting with Jim White of ARC to discuss transportation issues	Other Misc.	Employee Paid	\$25.00	\$25.00	
4/14/2014	Lunch meeting with Dave Rzepinski and A. Mikkelson to discuss transportation and employment references	Other Misc.	Employee Paid	\$49.74	\$49.74	
4/29/2014	Registration for Ventura Chamber of Commerce Connection Breakfast	Other Misc.	Employee Paid	\$25.00	\$25.00	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal

\$99.74 \$99.74

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 \$99.74

Refund Due to GCT

Signed: _____

Date: _____

Approved: _____

Date: _____