

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item #6

Employee Name: **Steven P. Brown**

ENTER DATES:

What Type of Expenses are Included on This Report?

From: To:

Misc. Expenses

12/1/2014 12/26/2014

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 |
|---|--|--------------|----------------|----------|---------------------|-----------------|
| 12/15/2014 | Lunch meeting/Interview with Marketing and Planning Director Finalist #1 and Management Team | Other Misc. | Employee Paid | \$128.90 | \$128.90 | |
| 12/22/2014 | Lunch meeting/Interview with Marketing and Planning Director Finalist #2 and Management Team | Other Misc. | Employee Paid | \$98.87 | \$98.87 | |
| 12/23/2014 | Lunch meeting/Interview with Marketing and Planning Director Finalist #3 and Management Team | Other Misc. | Employee Paid | \$146.42 | \$146.42 | |
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| TOTALS FROM PAGE TWO (IF REQUIRED) | | | | | | |

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|---|---------------|-----------------|---|
| Subtotal | \$374.19 | \$374.19 | |
| Meal & Incidentals | \$0.00 | | |
| Meal & Incidentals <u>Maximum</u> (from Worksheet) | \$0.00 | | M&IE Adjustment (if Applicable) |
| | | | Mileage Reimbursement (from Mileage Worksheet) |
| | | | Minus Travel Advance |
| | | | Total Due to Employee |
| | | \$374.19 | |
| | | | Refund Due to GCT |

Signed:

Date: December 29, 2014

Approved: _____

Date: _____