

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 6

Employee Name: **Steven Brown**

ENTER DATES:

What Type of Expenses are Included on This Report?

From: _____ To: _____

Misc. Expenses

6/1/2015 6/25/2015

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
6/17/2015	Wake Up Hueneme Breakfast	Other Misc.	Employee Paid	\$17.00	\$17.00	
6/11/2015	Good Morning Oxnard Breakfast	Other Misc.	Employee Paid	\$25.00	\$25.00	
6/17/2015	Lunch meeting before SCAG RTP/SCS Public Input Meeting - S.Brown, CJWinegar	Other Misc.	Employee Paid	\$20.16	\$20.16	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal

\$62.16 \$62.16

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 \$62.16

Refund Due to GCT

Signed: _____

Steven P Brown

Date: 6/23/2015

Approved: _____

Date: _____