

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 10

Employee Name: **Steven Brown**

ENTER DATES:

From: _____ To: _____

What Type of Expenses are Included on This Report?

Misc. Expenses

1/2/2015 2/20/2015

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

No

Enter Amount of Advance: → _____

Destination: **Phoenix and Local**

Reason for Travel: **APTA CEO Conference**

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
1/19/2015	Registration for Ventura Chamber Annual Meeting	Other Misc.	Employee Paid	\$25.00	\$25.00	
2/2/2015	Registration for Port Hueneme Chamber 75th Anniversary Dinner and Community Awards Night	Other Misc.	Employee Paid	\$65.00	\$65.00	
1/2/2015	Registration for APTA CEO Seminar	Other Misc.	Agency Paid / CalCard	\$745.00	\$0.00	
1/2/2015	Airline - Burbank to Phoenix, round trip for APTA CEO Conference	Transportation	Employee Paid	\$144.20	\$144.20	
2/7/2015	Breakfast - Burbank Airport	Meals/ Incidentals	Employee Paid	\$14.39	\$14.39	
2/7/2015	Taxi from Sky Harbor Airport to downtown Phoenix for S. Brown and S. Rosenberg - includes gratuity	Transportation	Employee Paid	\$22.00	\$22.00	
2/7/2015	Dinner	Meals/ Incidentals	Employee Paid	\$41.66	\$41.66	
2/8/2015	Dinner	Meals/ Incidentals	Employee Paid	\$11.91	\$11.91	
2/8/2015	Snack	Meals/ Incidentals	Employee Paid	\$5.09	\$5.09	
2/9/2015	Dinner	Meals/ Incidentals	Employee Paid	\$15.00	\$15.00	
2/10/2015	Hotel for 3 nights	Lodging	Employee Paid	\$636.57	\$636.57	
2/10/2015	Gratuity for Hotel housekeeping staff	Other Misc.	Employee Paid	\$20.00	\$20.00	
2/10/2015	Parking at Burbank Airport - VSP	Transportation	Employee Paid	\$52.00	\$52.00	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal

\$1,797.82 \$1,052.82

Meal & Incidentals \$88.05

Meal & Incidentals Maximum (from Worksheet) \$145.00

M&IE Adjustment
(if Applicable)

Mileage Reimbursement (from Mileage Worksheet)

Minus Travel Advance

Total Due to Employee \$1,052.82

Refund Due to GCT

Signed: _____

Steven P Brown

Date: 2/24/2015

Approved: _____

Date: _____