

# GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Employee Name: **Steve Rosenberg**

**ENTER DATES:**  
 From: 7/16/2015 To: 7/16/2015

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: **Sacramento, CA**

Reason for Travel: **CalTIP Oversight Committee Meeting (7/16/15)**

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
7/16/2015	Airfare	Transportation	Employee Paid	\$191.00	\$191.00	
7/16/2015	Shuttle, SMF to meeting location (Bickmore Offices)	Transportation	Employee Paid	\$15.00	\$15.00	
7/16/2015	Taxi from Bickmore Offices to SMF (for three CalTIP Directors)	Transportation	Employee Paid	\$36.80	\$36.80	
7/16/2015	Airport Parking	Transportation	Employee Paid	\$13.00	\$13.00	
<b>TOTALS FROM PAGE TWO (IF REQUIRED)</b>						

	<b>Subtotal</b>		\$255.80	\$255.80
<b>Meal &amp; Incidentals</b>	<b>\$0.00</b>			
<b>Meal &amp; Incidentals <u>Maximum</u> (from Worksheet)</b>	<b>\$15.00</b>	M&IE Adjustment (if Applicable)		
		<b>Mileage Reimbursement (from Mileage Worksheet)</b>		<b><u>\$39.10</u></b>
		<b>Minus Travel Advance</b>		
		<b>Total Due to Employee</b>		<b><u>\$294.90</u></b>
		<b>Refund Due to GCT</b>		

Signed:

Date: 7/21/15

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

# GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Employee Name: **Steve Rosenberg**

**ENTER DATES:**

From:                      To:

8/3/2015                      8/4/2015

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: **San Francisco, CA**

Reason for Travel: **Meet with Public Finance Management (PFM) and FTA**

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
8/3-8/4/15	Airfare	Transportation	Employee Paid	\$289.00	\$289.00	
8/3/2015	Hotel	Lodging	Employee Paid	\$239.73	\$239.73	
8/3/2015	Dinner	Meals/ Incidentals	Employee Paid	\$17.00	\$17.00	
8/4/2015	BART fare - Oakland Hotel to SF to OAK Airport	Transportation	Employee Paid	\$14.10	\$14.10	
8/4/2015	Snack	Meals/ Incidentals	Employee Paid	\$6.09	\$6.09	
8/4/2015	Dinner	Meals/ Incidentals	Employee Paid	\$5.60	\$5.60	
8/4/2015	Airport Parking	Transportation	Employee Paid	\$19.00	\$19.00	
<b>TOTALS FROM PAGE TWO (IF REQUIRED)</b>						

**Subtotal**

\$590.52                      \$590.52

<b>Meal &amp; Incidentals</b>	<b>\$28.69</b>	
<b>Meal &amp; Incidentals <u>Maximum</u> (from Worksheet)</b>	<b>\$80.00</b>	M&IE Adjustment (if Applicable)
		<b>Mileage Reimbursement (from Mileage Worksheet)</b>
		<b><u>\$39.10</u></b>
		<b>Minus Travel Advance</b>
		<b>Total Due to Employee</b>
		<b><u>\$629.62</u></b>
		<b>Refund Due to GCT</b>

Signed: \_\_\_\_\_

Steve Rosenberg

Date: 8/5/15

Approved: \_\_\_\_\_

Date: \_\_\_\_\_