

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 6

Employee Name: **Steven Brown**

ENTER DATES:	
From:	To:
12/22/2015	1/25/2016
Enter Amount of Advance: →	

What Type of Expenses are Included on This Report?

Misc. Expenses

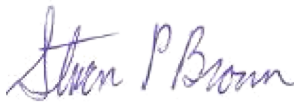
Any Travel Advance Received? (Enter Yes or No) →	No	Enter Amount of Advance: →
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Destination: **Local**

Reason for Travel: _____

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
12/22/2015	Registration for Chamber of Commerce Alliance luncheon on 1/8/16	Other Misc.	Employee Paid	\$50.00	\$50.00	
12/29/2015	Lunch meeting with Planning Staff for Austin farewell luncheon	Other Misc.	Employee Paid	\$68.07	\$68.07	
1/14/2016	Registration for Ventura Chamber of Commerce Annual Meeting	Other Misc.	Employee Paid	\$25.00	\$25.00	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal	\$143.07	\$143.07	
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
		\$143.07	Total Due to Employee
			Refund Due to GCT

Signed: 

Date: 1/25/2016

Approved: _____

Date: _____