

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: 11/1/2017 To: 12/27/2017

Travel & Misc. Expenses


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
11/17/2017	Registration for Wake Up Hueneme Networking and Education Breakfast	Other Misc.	Employee Paid	\$17.00	\$17.00	
TOTALS FROM PAGE TWO (IF REQUIRED)						

	Subtotal	\$17.00
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		\$17.00
Refund Due to GCT		

Signed: 

Date: 12/27/2017

Approved: _____

Date: _____

Steven Brown

From: Tracy Sisson Phillips, MBA <chamberinfo@huenemechamber.com>
Sent: Friday, November 17, 2017 9:54 AM
To: Steven Brown
Subject: Thank you for registering for Wake Up Hueneme Networking Education & Breakfast

Wake Up Hueneme Networking Education & Breakfast

Rise & shine and join the Hueneme Chamber for its monthly networking education & breakfast meeting. Get the day started and enrich your business savvy in the Friendly City by the Sea. Meet local business owners and maybe even make a new friend.

Tuesday, November 21, 2017 from 7:00 AM to 9:00 AM PST

Holiday Inn Express
350 E Port Hueneme Road
Port Hueneme, CA 93041

Thank you again for registering for our event. This email is confirmation of your successful registration. If any of the information displayed below is incorrect, please contact us as soon as possible.

View and print [my ticket\(s\)](#)

Personal Information

First Name: Steven
Last Name: Brown
Email Address: sbrown@goldcoasttransit.org

Badge Information

Do you need/want a badge printed for you? No

Business Information

Company: Gold Coast Transit District
Job Title: General Manager

Payment Method: PayPal

Payment Summary

<i>Name</i>	<i>Type</i>	<i>Quantity</i>	<i>Fee</i>	<i>Total</i>
Steven Brown	Chamber Members	1	\$17.00	\$17.00
				Total \$17.00