

# GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 7

Employee Name: **Steven Brown**

**ENTER DATES:**  
 From: 10/1/2018 To: 10/31/2018

What Type of Expenses are Included on This Report?

**Travel & Misc. Expenses**

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

Destination: Long Beach, CA

Reason for Travel: Attend California Transit Association Conference

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
9/10/2018	Registration For Conference and Small Operator Awards Breakfast	Other Misc.	Agency Paid / CalCard	\$465.00	\$0.00	
10/23/2018	Dinner for S. Brown, A. Mikkelson, J. Beck	Other Misc.	Employee Paid	\$67.78	\$67.78	
10/26/2018	Hotel - Westin Long Beach 10/23 to 10/26 - 3 nights	Lodging	Agency Paid / CalCard	\$1,103.70		
<b>TOTALS FROM PAGE TWO (IF REQUIRED)</b>						

<b>Subtotal</b>		\$1,636.48	\$67.78
<b>Meal &amp; Incidentals</b>		<b>\$0.00</b>	
<b>Meal &amp; Incidentals Maximum (from Worksheet)</b>		<b>\$0.00</b>	M&IE Adjustment (if Applicable)
	<b>Mileage Reimbursement (from Mileage Worksheet)</b>		
	<b>Minus Travel Advance</b>		
	<b>Total Due to Employee</b>		<b>\$67.78</b>
	<b>Refund Due to GCT</b>		

Signed:

Date: 10/31/2018

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

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

