

Item No. 2

Employee

Name: **Steven P. Brown**

ENTER DATES:

What Type of Expenses are Included on This Report?

From:

To:

Misc. Expenses

12/1/2011

12/31/2011

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
12/13/2011	Dinner before Ojai City Council Meeting - S. Brown and H. Buchman	Other Misc.	Employee Paid	\$20.38	\$20.38	
12/14/2011	Lunch meeting with Wendel Co. staff and GCT staff to discuss Regional Transit Study and Facility	Other Misc.	Employee Paid	\$73.69	\$73.69	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal		\$94.07	\$94.07
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	
		Total Due to Employee	\$94.07
		Refund Due to GCT	

Signed: Steven P Brown

Date: 12/26/11

Approved: _____

Date: _____