

**Item 6**

## GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Employee

Name: Steven P. Brown

**ENTER DATES:**

From: \_\_\_\_\_ To: \_\_\_\_\_

What Type of Expenses are Included on This Report?

**Misc. Expenses**

9/1/2013 10/3/2013

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

No

Enter Amount of Advance: →

Destination: Local and APTA Conference in Chicago

Reason for Travel: Attend APTA Annual Conference in Chicago

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
8/15/2013	Airfare from LAX to ORD	Transportation	Employee Paid	\$303.00	\$303.00	
8/1/2013	Conference Registration	Other Misc.	Agency Paid / CalCard	\$750.00	\$0.00	
8/1/2013	Hotel in Chicago - 1 night prepaid	Lodging	Agency Paid / CalCard	\$301.48	\$0.00	
10/2/2013	Hotel in Chicago - 3 nights	Lodging	Employee Paid	\$904.44	\$904.44	
9/28/2013	Baggage Check LAX to ORD	Transportation	Employee Paid	\$25.00	\$25.00	
9/28/2013	Lunch at LAX for flight	Meals/ Incidentals	Employee Paid	\$15.57	\$15.57	
9/28/2013	Dinner in Chicago	Meals/ Incidentals	Employee Paid	\$15.87	\$15.87	
9/28/2013	Snack in Chicago	Meals/ Incidentals	Employee Paid	\$5.00	\$5.00	
9/28/2013	Train from O'Hare to hotel	Transportation	Employee Paid	\$5.00	\$5.00	
9/29/2013	Lunch in Chicago	Meals/ Incidentals	Employee Paid	\$15.58	\$15.58	
10/2/2013	Gratuity for housekeeping staff	Other Misc.	Employee Paid	\$10.00	\$10.00	
10/2/2013	Lunch in Chicago	Meals/ Incidentals	Employee Paid	\$7.46	\$7.46	
10/2/2013	Snack in Chicago	Meals/ Incidentals	Employee Paid	\$4.41	\$4.41	
<b>TOTALS FROM PAGE TWO (IF REQUIRED)</b>				<b>\$136.82</b>	<b>\$136.82</b>	

**Subtotal**

**\$2,499.63      \$1,448.15**

<b>Meal &amp; Incidentals</b>	<b>\$73.71</b>
Meal & Incidentals <u>Maximum</u> (from Worksheet)	<b>\$127.00</b>

M&IE Adjustment  
(if Applicable)

Mileage Reimbursement (from Mileage Worksheet)

**Minus Travel Advance**

**Total Due to Employee      \$1,448.15**

**Refund Due to GCT**

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

*Steven P. Brown*

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

*10/3/13*

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

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

