

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item #6

Employee

Name: **Steven P. Brown**

ENTER DATES:

From: _____ To: _____

What Type of Expenses are Included on This Report?

Misc. Expenses

9/1/2014 10/29/2014

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
9/5/2014	Registration for Wake Up Hueneme Breakfast - S Brown	Other Misc.	Employee Paid	\$17.00	\$17.00	
9/26/2014	Registration for Oxnard Chamber Business Outlook Luncheon - S.Brown, S.Rosenberg, A.Mikkelson	Other Misc.	Employee Paid	\$150.00	\$150.00	
10/10/2014	Lunch meeting with Denis Jackson, consultant to discuss upcoming projects	Other Misc.	Employee Paid	\$34.51	\$34.51	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal

\$201.51 \$201.51

Meal & Incidentals \$0.00

Meal & Incidentals Maximum (from Worksheet) \$0.00

M&IE Adjustment
(if Applicable)

Mileage Reimbursement (from Mileage Worksheet)

Minus Travel Advance

Total Due to Employee \$201.51

Refund Due to GCT

Steven P Brown

Signed: _____

Date: August 27, 2014

Approved: _____

Date: _____