

# GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item #10

Employee

Name: **Steven P. Brown**

**ENTER DATES:**

From:                      To:

7/2/2014                      8/31/2014

What Type of Expenses are Included on This Report?

**Misc. Expenses**

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

No

Enter Amount of Advance: →

Destination: **Local**

Reason for Travel: \_\_\_\_\_

<u>Date</u>	<u>Description of Expense Item</u>	<u>Expense Type</u>	<u>Payment Method</u>	<u>Amount</u>	<u>Reimbursable Amount</u>	<u>Accounting Only</u>
7/2/2014	Registration for Good Morning Oxnard Breakfast - CJ Winegar, S Brown	Other Misc.	Employee Paid	\$50.00	\$50.00	
7/2/2014	Registration for Wake Up Hueneme Breakfast - S Brown	Other Misc.	Employee Paid	\$17.00	\$17.00	
7/9/2014	Lunch meeting with MDG staff and GCT staff. D. Leidy, R. Caldwell, S. Brown	Other Misc.	Employee Paid	\$49.28	\$49.28	
7/16/2014	Registration for Ventura Chamber Family Day Picnic - S. Brown, D. Williams	Other Misc.	Employee Paid	\$40.00	\$40.00	
<b>TOTALS FROM PAGE TWO (IF REQUIRED)</b>						

**Subtotal**

\$156.28

\$156.28

**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                      \$156.28**

**Refund Due to GCT**

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

Steven P Brown

Date: August 27, 2014

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

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