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

### Employee Name: Steven Brown

**What Type of Expenses are Included on This Report?**

- Travel & Misc. Expenses

**ENTER DATES:**

- From: 9/1/2018
- To: 9/30/2018

**Any Travel Advance Received? (Enter Yes or No):** No

**Destination:** Local

**Reason for Travel:**

- [ ] Local
- [ ] Nonlocal

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Expense Item</th>
<th>Expense Type</th>
<th>Payment Method</th>
<th>Amount</th>
<th>Reimbursable Amount</th>
<th>Accounting Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/20/2018</td>
<td>Lunch with SBMTD to discuss Electric Bus Programs and funding opportunities</td>
<td>Other Misc.</td>
<td>Employee Paid</td>
<td>$45.15</td>
<td>$45.15</td>
<td>$45.15</td>
</tr>
</tbody>
</table>

### TOTALS FROM PAGE TWO (IF REQUIRED)

- **Subtotal:** $45.15
  - Meal & Incidentsals: $0.00
  - Mileage Reimbursement (from Mileage Worksheet): $0.00
  - M&E Adjustment (if Applicable): $0.00

- **Minus Travel Advance:** $0.00
- **Total Due to Employee:** $45.15
- **Refund Due to GCT:** $0.00

**Signed:** Steven Brown  
**Date:** 10/2/2018

**Approved:**  
**Date:**

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GM Travel and Expense Report Sept 2018.xlsxm  
Form Updated January 2009