

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 10

Employee Name: **Steven Brown**

ENTER DATES:	
From:	To:
3/1/2017	4/24/2017
Enter Amount of Advance: →	

What Type of Expenses are Included on This Report?

Travel & Misc. Expenses

Any Travel Advance Received? (Enter Yes or No) →	No	Enter Amount of Advance: →
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Destination: **Washington D.C.**

Reason for Travel: **Attend APTA Legislative Conference**

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
1/25/2017	Registration	Other Misc.	Agency Paid / CalCard	\$850.00	\$0.00	
2/2/2017	Airline Ticket	Transportation	Employee Paid	\$551.50	\$551.50	
2/28/2017	Ventura County Airport Shuttle - round trip VTA /LAX	Transportation	Employee Paid	\$74.75	\$74.75	
3/6/2017	Hotel - 1 night prepaid for reservation	Lodging	Agency Paid / CalCard	\$392.74	\$0.00	
3/15/2017	Hotel - 3 nights	Lodging	Employee Paid	\$1,178.22	\$1,178.22	
3/11/2017	Lunch at LAX	Meals/ Incidentals	Employee Paid	\$24.92	\$24.92	
3/11/2017	Dinner at Hotel	Meals/ Incidentals	Employee Paid	\$17.00	\$17.00	
3/11/2017	Cab from airport to hotel	Transportation	Employee Paid	\$18.00	\$18.00	
3/12/2017	Lunch	Meals/ Incidentals	Employee Paid	\$24.90	\$24.90	
3/12/2017	Dinner	Meals/ Incidentals	Employee Paid	\$29.20	\$29.20	
3/12/2017	Snack	Meals/ Incidentals	Employee Paid	\$6.85	\$6.85	
3/13/2017	Snack	Meals/ Incidentals	Employee Paid	\$4.22	\$4.22	
3/14/2017	Transportation to Capital Hill - add money to farecard	Transportation	Employee Paid	\$5.00	\$5.00	
TOTALS FROM PAGE TWO (IF REQUIRED)				\$99.80	\$99.80	

Subtotal		\$3,277.10	\$2,034.36	
Meal & Incidentals		\$186.89		
Meal & Incidentals Maximum (from Worksheet)		\$230.00		M&IE Adjustment (if Applicable)
	Mileage Reimbursement (from Mileage Worksheet)			
	Minus Travel Advance			
	Total Due to Employee		\$2,034.36	
	Refund Due to GCT			

Signed:

Date: 4/24/2017

Approved: _____

Date: _____

**GOLD COAST TRANSIT
EXPENSE/TRAVEL REIMBURSEMENT**

CALCULATE MAXIMUM ALLOWABLE MEALS AND INCIDENTAL EXPENSES (M&IE) REIMBURSEMENT

Name: Steven Brown
 Destination: Washington D.C.
 Reason for Travel: Attend APTA Legislative Conference
 Dates: 3/1/2017 Until 4/24/2017

First Day of Trip:

Breakfast:

Did the trip begin before 7 a.m.? If yes, you MAY include \$8.00 for breakfast

All Meals:

Did any other organization or entity either provide or pay for your meal?

If so, you may NOT include the guideline cost of that meal.

Final Day of Trip:

Dinner:

Did the trip end before 7 p.m.? If yes, you may NOT include \$35.00 for dinner.

*For Each **ELIGIBLE** meal, include the guideline amount in the box*

Breakfast \$10.00
 Lunch \$15.00
 Dinner \$35.00
 Snacks \$5.00 *Enter for each day of the trip*

	3/11/2017	3/12	3/13/2017	3/14/2017	3/15/2017			Total
Breakfast	No	No	No	No	\$ 10			\$ 10
Lunch	\$ 15	\$ 15	No	\$ 15	\$ 15			\$ 60
Dinner	\$ 35	\$ 35	No	\$ 35	\$ 35			\$ 140
Snack	\$ 5	\$ 5	\$ 5	\$ 5				\$ 20
TOTAL						\$ -	\$ -	

Maximum M&IE Reimbursement for this Trip is: _____ **\$ 230**