

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 11

Employee Name: **Steven Brown**

ENTER DATES:
 From: 11/1/2019 To: 12/27/2019

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: →

Destination: LOCAL and CalTip Meeting

Reason for Travel: Attend CalTIP meeting in San Diego

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
12/4/2019	Round Trip Train Ticket - Oxnard to San Diego	Transportation	Employee Paid	\$123.80	\$123.60	
12/4/2019	Taxi from train depot to hotel	Transportation	Employee Paid	\$10.00	\$10.00	
12/4/2019	Dinner	Meals/ Incidentals	Employee Paid	\$20.44	\$20.44	
12/6/2019	Hotel - 2 nights	Lodging	Employee Paid	\$426.10	\$426.10	
			Employee Paid			
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			Employee Paid			
			Employee Paid			
TOTALS FROM PAGE TWO (IF REQUIRED)					\$0.00	

Subtotal		\$580.34	\$580.14	
Meal & Incidentals				
Meal & Incidentals <u>Maximum</u> (from Worksheet)	\$35.00			M&IE Adjustment (if Applicable)
				Mileage Reimbursement (from Mileage Worksheet)
				Minus Travel Advance
			\$580.14	Total Due to Employee
				Refund Due to GCTD

Signed:

Date: 12/27/2019

Approved: _____

Date: _____

**GOLD COAST TRANSIT
EXPENSE/TRAVEL REIMBURSEMENT
CALCULATE MAXIMUM ALLOWABLE MEALS AND INCIDENTAL EXPENSES (M&IE) REIMBURSEMENT**

Name: Steven Brown
 Destination: LOCAL and CalTip Meeting
 Reason for Travel: Attend CalTIP meeting in San Diego
 Dates: 10/12/2019 Until 10/17/2019

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*

	12/4/2019	12/5/2019	12/6/2019					Total
Breakfast	No	No	No					\$ -
Lunch	No	No	No					\$ -
Dinner	\$ 35	No	No					\$ 35
Snack	No	No						\$ -
TOTAL	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Maximum M&IE Reimbursement for this Trip is: \$ 35