

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 2

Employee Name: **Steven Brown**

ENTER DATES:

From: To:

9/1/2019 10/18/2019

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 APTA conference**

Reason for Travel: **Attend APTA TransForm (Annual) Conference**

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
9/9/2019	Wake Up Hueneme Breakfast on Sept. 17	Other Misc.	Employee Paid	\$15.00	\$15.00	
7/24/2019	Registration for APTA TransForm Conference - Paid in August	Other Misc.	Employee Paid	\$975.00		
8/13/2019	Airfare - LAX to JFK - Paid in August	Transportation	Employee Paid	\$444.60		
8/15/2019	Hotel for APTA TransForm Conference - One night deposit - Paid in August	Lodging	Employee Paid	\$461.35		
10/2/2019	Ventura County Airporter - Roundtrip Ventura/LAX	Transportation	Employee Paid	\$88.55	\$88.55	
10/7/2019	Oxnard Chamber Knowledge and Networking Luncheon - S Brown and R Caldwell	Other Misc.	Employee Paid	\$70.00	\$70.00	
10/12/2019	Breakfast at LAX	Meals/ Incidentals	Employee Paid	\$7.08	\$7.08	
10/12/2019	Taxi from JFK to Marriott Marquis Hotel	Transportation	Employee Paid	\$73.70	\$73.70	
10/13/2019	Breakfast	Meals/ Incidentals	Employee Paid	\$7.60	\$7.60	
10/13/2019	Lunch	Meals/ Incidentals	Employee Paid	\$33.50	\$33.50	
10/13/2019	Taxi to hotel after dinner	Transportation	Employee Paid	\$14.30	\$14.30	
10/14/2019	Breakfast	Meals/ Incidentals	Employee Paid	\$15.79	\$15.79	
10/14/2019	Snack after dinner	Meals/ Incidentals	Employee Paid	\$2.49	\$2.49	
TOTALS FROM PAGE TWO (IF REQUIRED)				\$2,060.42	\$2,060.42	

Subtotal

\$4,269.38 \$2,388.43

Meal & Incidentals \$182.64

Meal & Incidentals Maximum (from Worksheet) \$180.00

M&IE Adjustment
(if Applicable) **(\$2.64)**

Mileage Reimbursement (from Mileage Worksheet)

Minus Travel Advance

Total Due to Employee \$2,385.79

Refund Due to GCTD

Signed: _____

Steven P Brown

Date: 10/19/2019

Approved: _____

Date: _____

**GOLD COAST TRANSIT
EXPENSE/TRAVEL REIMBURSEMENT**

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

Name: Steven Brown
 Destination: LOCAL and APTA conference
 Reason for Travel: Attend APTA TransForm (Annual) Conference
 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*

	10/12/2019	10/13/2019	10/14/2019	10/15/2019	10/16/2019	10/17/2019		Total
Breakfast	\$ 10	\$ 10	\$ 10	No	No	\$ 10		\$ 40
Lunch	\$ 15	\$ 15	No	\$ 15	\$ 15			\$ 60
Dinner	No	No	No	\$ 35	\$ 35			\$ 70
Snack	No	No	\$ 5	\$ 5				\$ 10
TOTAL	\$ 25	\$ 25	\$ 15	\$ 55	\$ 50	\$ 10	\$ -	

Maximum M&IE Reimbursement for this Trip is: _____ **\$ 180**