GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM Item # 2 Employee Name: Steven Brown **ENTER DATES:** What Type of Expenses are Included on This Report? From: To: 10/18/2019 Travel & Misc. Expenses 9/1/2019 Enter Amount of Any Travel Advance Received? (Enter Yes or No) No Advance: → Destination **LOCAL** and APTA conference Attend APTA TransForm (Annual) Conference Reason for Travel: Reimbursable **Description of Expense Item Expense Type Payment Method Amount** Date **Amount** 9/9/2019 Wake Up Hueneme Breakfast on Sept. 17 Other Misc. **Employee Paid** \$15.00 \$15.00 Registration for APTA TransForm Conference - Paid 7/24/2019 Other Misc. **Employee Paid** \$975.00 in August 8/13/2019 Airfare - LAX to JFK - Paid in August Transportation \$444.60 **Employee Paid** Hotel for APTA TransForm Conference - One night 8/15/2019 \$461.35 Lodging **Employee Paid** deposit - Paid in August 10/2/2019 Ventura County Airporter - Roundtrip Ventura/LAX \$88.55 \$88.55 Transportation **Employee Paid** Oxnard Chamber Knowledge and Networking 10/7/2019 Other Misc. **Employee Paid** \$70.00 \$70.00 Luncheon - S Brown and R Caldwell Meals/ Employee Paid \$7.08 10/12/2019 Breakfast at LAX \$7.08 Incidentals 10/12/2019 Taxi from JFK to Marriott Marquis Hotel \$73.70 \$73.70 Transportation **Employee Paid** Meals 10/13/2019 Breakfast \$7.60 \$7.60 **Employee Paid** Incidentals Meals/ 10/13/2019 Lunch \$33.50 \$33.50 **Employee Paid** Incidentals 10/13/2019 Taxi to hotel after dinner Transportation **Employee Paid** \$14.30 \$14.30 Meals/ 10/14/2019 Breakfast **Employee Paid** \$15.79 \$15.79 Incidentals Meals/ 10/14/2019 **Employee Paid** \$2.49 \$2.49 Incidentals Snack after dinner \$2.060.42 \$2.060.42 TOTALS FROM PAGE TWO (IF REQUIRED) Subtotal \$2,388.43 \$4,269.38 Meal & Incidentals \$182.64 M&IE Adjustment \$180.00 Meal & Incidentals Maximum (from Worksheet) (\$2.64)(if Applicable) Mileage Reimbursement (from Mileage Worksheet) **Minus Travel Advance**

| Signed: | Sluen Moun | Date: | 10/19/2019 |
|-----------|------------|-------|------------|
| Approved: | | Date: | |

12 nn

\$2,385.79

Total Due to Employee

Refund Due to GCTD

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GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

| Name: | ENTER DATES: | | | |
|-----------------|--|--------|-------------------------------|------------|
| | What Type of Expenses are Included on This Report? | From: | <u>To:</u> | |
| | Travel & Misc. Expenses | | 9/1/2019 | 10/18/2019 |
| Any Travel Adva | ance Received? (Enter Yes or No) | No | If Yes, Enter Amount Here: | |

Destination: LOCAL and APTA conference

Reason for Travel: Attend APTA TransForm (Annual) Conference

| | | | | | Reimbursable | Accounting |
|-------------|---------------------------------------|-----------------------|----------------|---------------|--------------|-------------|
| <u>Date</u> | Description of Expense Item | Expense Type | Payment Method | <u>Amount</u> | Amount | <u>Only</u> |
| 10/15/2019 | Lunch | Meals/ Incidentals | Employee Paid | \$12.06 | \$12.06 | |
| 10/15/2019 | Dinner | Meals/ Incidentals | Employee Paid | \$35.83 | \$35.83 | |
| 10/15/2019 | Snack after dinner | Meals/ Incidentals | Employee Paid | \$5.99 | \$5.99 | |
| 10/16/2019 | Lunch | Meals/ Incidentals | Employee Paid | \$9.80 | \$9.80 | |
| 10/16/2019 | Dinner | Meals/ Incidentals | Employee Paid | \$42.93 | \$42.93 | |
| 10/17/2019 | Breakfast | Meals/ Incidentals | Employee Paid | \$9.57 | \$9.57 | |
| 10/17/2019 | Taxi from hotel to JFK airport | Transportation | Employee Paid | \$73.84 | \$73.84 | |
| 10/17/2019 | Hotel Charges for days 2-5 (4 nights) | Lodging | Employee Paid | \$1,845.40 | \$1,845.40 | |
| 10/17/2019 | Gratuity for hotel housekeeping | Other Misc. | Employee Paid | \$25.00 | \$25.00 | |
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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: <u>10/12/2019</u> Until <u>10/17/2019</u>

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 guidline 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 | 10/1 | 7/2019 | | Total |
|--|---|------------|----|----------|----|----------|-----|-----------|-----|---------|------|--------|----|----------|
| Breakfast | 9 | \$ 10 | \$ | 10 | \$ | 10 | | No | | No | \$ | 10 | | \$ 40 |
| Lunch | 9 | \$ 15 | \$ | 15 | | No | \$ | 15 | \$ | 15 | | | | \$ 60 |
| Dinner | | No | | No | | No | \$ | 35 | \$ | 35 | | | | \$ 70 |
| Snack | | No | | No | \$ | 5 | \$ | 5 | | | | | | \$ 10 |
| TOTAL | 9 | \$ 25 | \$ | 25 | \$ | 15 | \$ | 55 | \$ | 50 | \$ | 10 | \$ | |
| Maximum M&IE Reimbursement for this Trip is: | | | | | | | | \$ 180 | | | | | | |