

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 6

Employee Name: **Steven Brown**

ENTER DATES:

From: _____ To: _____

What Type of Expenses are Included on This Report?

Travel & Misc. Expenses

1/1/2018 2/28/2018

Any Travel Advance Received? (Enter Yes or No) _____ →

No

Enter Amount of Advance: → _____

Destination: **APTA CEO Conference and Local**

Reason for Travel: **To Attend CEO Conference in Miami, FL**

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
1/2/2018	Registration for Conference	Other Misc.	Agency Paid / CalCard	\$770.00	\$0.00	
2/5/2018	Ventura County Airporter service to/from LAX	Transportation	Employee Paid	\$79.35	\$79.35	
2/9/2018	Flight from LAX to Miami	Transportation	Employee Paid	\$255.30	\$255.30	
2/16/2018	Flight from Tampa to LAX	Transportation	Employee Paid	\$253.50	\$253.50	
2/9/2018	Hotel in Miami - 4 nights	Lodging	Employee Paid	\$1,261.08	\$1,261.08	
2/9/2018	Metro Rail from airport to downtown	Transportation	Employee Paid	\$2.25	\$2.25	
2/9/2018	Dinner	Meals/ Incidentals	Employee Paid	\$21.00	\$21.00	
2/10/2018	Breakfast	Meals/ Incidentals	Employee Paid	\$6.27	\$6.27	
2/10/2018	Dinner	Meals/ Incidentals	Employee Paid	\$35.41	\$35.41	
2/11/2018	Breakfast - Coffee with Remix Representative	Meals/ Incidentals	Employee Paid	\$3.27	\$3.27	
2/11/2018	Dinner	Meals/ Incidentals	Employee Paid	\$10.65	\$10.65	
2/12/2018	Dinner	Meals/ Incidentals	Employee Paid	\$12.64	\$12.64	
2/12/2018	Snack	Meals/ Incidentals	Employee Paid	\$2.68	\$2.68	
TOTALS FROM PAGE TWO (IF REQUIRED)				\$84.36	\$84.36	

Subtotal

\$2,027.76

Meal & Incidentals \$118.27

Meal & Incidentals Maximum (from Worksheet) \$205.00

M&IE Adjustment
(if Applicable)

Mileage Reimbursement (from Mileage Worksheet)

Minus Travel Advance

Total Due to Employee \$2,027.76

Refund Due to GCT

Signed: _____

Steven P Brown

Date: 2/28/2018

Approved: _____

Date: _____

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

Name: Steven Brown
 Destination: APTA CEO Conference and Local
 Reason for Travel: To Attend CEO Conference in Miami, FL
 Dates: 1/1/2018 Until 2/28/2018

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*

	2/9/2018	2/10/2018	2/11/2018	2/12/2018	2/13/2018	2/16/2018	Total
Breakfast	No	\$ 10	\$ 10	No	\$ 10	No	\$ 30
Lunch	\$ 15	No	No	No	No	\$ 15	\$ 30
Dinner	\$ 35	\$ 35	\$ 35	\$ 35	No	No	\$ 140
Snack	No	No	No	\$ 5	No	No	\$ 5
TOTAL						\$ 15	\$ -

Maximum M&IE Reimbursement for this Trip is: \$ 205