

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 6

Employee Name: **Steven Brown**

ENTER DATES:
 From: 11/1/2018 To: 11/26/2018

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**

Reason for Travel: _____

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
11/6/2018	Lunch with Reed Caldwell and others about 301 site. Paid for Brown and Caldwell only	Other Misc.	Employee Paid	\$25.80	\$25.80	
11/20/2018	Breakfast with Darren Kettle	Other Misc.	Employee Paid	\$39.40	\$39.40	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal		\$65.20	\$65.20	
Meal & Incidentals		\$0.00		
Meal & Incidentals <u>Maximum</u> (from Worksheet)		\$0.00		M&IE Adjustment (if Applicable)
	Mileage Reimbursement (from Mileage Worksheet)			
	Minus Travel Advance			
	Total Due to Employee		\$65.20	
	Refund Due to GCT			

Signed: 

Date: 11/26/2018

Approved: _____

Date: _____