

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 6

Employee

Name: Steven Brown

ENTER DATES:

What Type of Expenses are Included on This Report?

From: _____ To: _____

Travel & Misc. Expenses

6/1/2018 6/30/2018

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
6/18/2018	Notary for document to send to FTA	Other Misc.	Employee Paid	\$15.00	\$15.00	
TOTALS FROM PAGE TWO (IF REQUIRED)						

	Subtotal				\$15.00
	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		\$15.00
			Refund Due to GCT		

Signed: 

Date: 7/2/2018

Approved: _____

Date: _____

The UPS Store - #6279
1650 E GONZALES RD
OXNARD, CA 93036-3700
(805) 983-6100

06/18/18 04:43 PM

We are the one stop for all your
shipping, postal and business needs.

Our mailboxes work harder!
Open a Mailbox Today!



001 000003 (011) TO \$ 15.00
Notary

SubTotal \$ 15.00
Total \$ 15.00

Cash \$ 20.00
Change \$ 5.00-

Receipt ID 82124563152934888371 001 Items
CSH: MARI Tran: 2317 Reg: 002

Thank You for visiting our store!

Whatever your business and personal
needs, we are here to serve you.

We're here to help.
Join our FREE email program to receive
great offers and resources.

www.theupsstore.com/signup