

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 6

Employee Name: **Steven Brown**

ENTER DATES:	
From:	To:
6/1/2019	6/24/2019
Enter Amount of Advance: →	

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: →
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Destination: **Local**

Reason for Travel: _____

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
6/13/2019	Lunch with Syncromatics CEO	Other Misc.	Employee Paid	\$26.98	\$26.98	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal	\$26.98	\$26.98	
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
			\$26.98
			Refund Due to GCT

Signed: 

Date: 6/24/2019

Approved: _____

Date: _____

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Name: Steven Brown

ENTER DATES:
 From: _____ To: _____

What Type of Expenses are Included on This Report?

Travel & Misc. Expenses

Any Travel Advance Received? (Enter Yes or No) _____ → **No** If Yes, Enter Amount Here: _____

Destination: Local

Reason for Travel: 0

<u>Date</u>	<u>Description of Expense Item</u>	<u>Expense Type</u>	<u>Payment Method</u>	<u>Amount</u>	<u>Reimbursable Amount</u>	<u>Accounting Only</u>