

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

5/1/2017 5/31/2017

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

No

Enter Amount of Advance: → _____

Destination: **Local and CTA Legislative Conference**

Reason for Travel: **To attend CTA Legislative Conference**

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
5/16/2017	Airfare to Sacramento from Burbank - RT	Transportation	Employee Paid	\$137.96	\$137.96	
4/20/2017	Conference Registration	Other Misc.	Employee Paid	\$200.00	\$200.00	
5/17/2017	Hotel - Holiday Inn	Lodging	Employee Paid	\$205.85	\$205.85	
5/16/2017	Amtrak to Burbank airport	Transportation	Employee Paid	\$16.15	\$16.15	
5/16/2017	Lunch	Meals/ Incidentals	Employee Paid	\$14.90	\$14.90	
5/16/2017	Dinner	Meals/ Incidentals	Employee Paid	\$11.26	\$11.26	
5/16/2017	Snack	Meals/ Incidentals	Employee Paid	\$3.95	\$3.95	
5/16/2017	Super Shuttle from airport to hotel	Transportation	Employee Paid	\$16.00	\$16.00	
5/17/2017	Dinner	Meals/ Incidentals	Employee Paid	\$24.56	\$24.56	
5/17/2017	UBER from downtown Sacramento to Airport	Transportation	Employee Paid	\$14.21	\$14.21	
5/17/2017	Metrolink from BUR to Ventura	Transportation	Employee Paid	\$12.75	\$12.75	
5/5/2017	Ventura Chamber Connection Breakfast	Other Misc.	Employee Paid	\$28.00	\$28.00	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal

\$685.59

Meal & Incidentals \$54.67

Meal & Incidentals Maximum (from Worksheet) \$110.00

M&IE Adjustment
(if Applicable)

Mileage Reimbursement (from Mileage Worksheet)

Minus Travel Advance

Total Due to Employee \$685.59

Refund Due to GCT

Signed: _____

Steven P Brown

Date: 5/30/2017

Approved: _____

Date: _____

