

# GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item #6

Employee Name: **Steven Brown**

**ENTER DATES:**

From:                      To:

2/1/2017                      2/21/2017

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 and APTA GM Conference in San Diego**

Reason for Travel: **To attend APTA CEO Seminar**

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
2/7/2017	Notary Fee for Documents required for COP/Bond sales	Other Misc.	Employee Paid	\$30.00	\$30.00	
1/13/2017	AMTRAK Ticket for travel to San Diego - round trip	Transportation	Paid by Travel Advance	\$120.00	\$0.00	
2/10/2017	Trolley Ticket	Transportation	Employee Paid	\$2.50	\$2.50	
2/10/2017	Dinner	Meals/ Incidentals	Employee Paid	\$22.87	\$22.87	
2/10/2017	Dessert	Meals/ Incidentals	Employee Paid	\$3.65	\$3.65	
2/11/2017	Breakfast	Meals/ Incidentals	Employee Paid	\$25.47	\$25.47	
2/11/2017	Dinner	Meals/ Incidentals	Employee Paid	\$29.78	\$29.78	
2/13/2017	Dinner	Meals/ Incidentals	Employee Paid	\$20.00	\$20.00	
2/13/2017	Dessert	Meals/ Incidentals	Employee Paid	\$5.78	\$5.78	
2/14/2017	Dinner on train on trip home	Meals/ Incidentals	Employee Paid	\$6.50	\$6.50	
2/14/2017	Gratuuity for Hotel room attendents	Lodging	Employee Paid	\$20.00	\$20.00	
2/14/2017	Omni Hotel - 4 nights	Lodging	Employee Paid	\$942.20	\$942.20	
12/15/2016	Conference Registration	Other Misc.	Agency Paid / CalCard	\$770.00	\$0.00	
<b>TOTALS FROM PAGE TWO (IF REQUIRED)</b>						

**Subtotal**

\$1,108.75

**Meal & Incidentals                      \$114.05**

**Meal & Incidentals Maximum (from Worksheet)                      \$205.00**

M&IE Adjustment  
(if Applicable)

**Mileage Reimbursement (from Mileage Worksheet)**

**Minus Travel Advance**

**Total Due to Employee                      \$1,108.75**

**Refund Due to GCT**

Signed: \_\_\_\_\_

Steven P Brown

Date: 2/21/2017

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

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ENTER DATES:  
 From: 2/1/2017 To: 2/21/2017  
 If Yes, Enter Amount Here:

Travel & Misc. Expenses

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