

# GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 6

Employee Name: **Steven Brown**

<b>ENTER DATES:</b>	
From:	To:
9/1/2018	9/30/2018
Enter Amount of Advance: →	

What Type of Expenses are Included on This Report?

<b>Travel &amp; Misc. Expenses</b>
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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
9/20/2018	Lunch with SBMTD to discuss Electric Bus Programs and funding opportunities	Other Misc.	Employee Paid	\$45.15	\$45.15	
<b>TOTALS FROM PAGE TWO (IF REQUIRED)</b>						

<b>Subtotal</b>	\$45.15	
<b>Meal &amp; Incidentals</b>	<b>\$0.00</b>	
<b>Meal &amp; Incidentals <u>Maximum</u> (from Worksheet)</b>	<b>\$0.00</b>	M&IE Adjustment (if Applicable)
		Mileage Reimbursement (from Mileage Worksheet)
		Minus Travel Advance
		<b>Total Due to Employee</b>
		<b>\$45.15</b>
		Refund Due to GCT

Signed: Steven P Brown

Date: 10/2/2018

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

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