

# GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 6

Employee Name: **Steven Brown**

**ENTER DATES:**

From: 2/1/2019 To: 2/28/2019

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

Destination: **LOCAL**

Reason for Travel: \_\_\_\_\_

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
2/19/2019	Ojai Valley Chamber Gala Awards Dinner	Other Misc.	Employee Paid	\$120.00	\$120.00	
<b>TOTALS FROM PAGE TWO (IF REQUIRED)</b>						

<b>Subtotal</b>	\$120.00	\$120.00	
<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>\$120.00</b>	
			Refund Due to GCT

Signed:

Date: 3/6/2019

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

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

