

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 7

Employee Name: **Steven Brown**

ENTER DATES:	
From:	To:
7/1/2017	7/26/2017
Enter Amount of Advance: →	

What Type of Expenses are Included on This Report?

Travel & Misc. Expenses

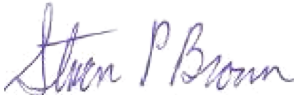
Any Travel Advance Received? (Enter Yes or No) →	No	Enter Amount of Advance: →
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Destination: **Local**

Reason for Travel: _____

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
7/26/2017	Lunch with Norm Reynolds of Gillig, Steve R, Marlena Vanessa, Jim Beck - discuss next order of	Other Misc.	Employee Paid	\$103.55	\$103.55	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal	\$103.55	
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
		\$103.55
		Refund Due to GCT

Signed: 

Date: 7/26/2017

Approved: _____

Date: _____