

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 7

Employee Name: **Steven Brown**

ENTER DATES:

From: _____ To: _____

What Type of Expenses are Included on This Report?

Travel & Misc. Expenses

3/1/2019 4/24/2019

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

No

Enter Amount of Advance: → _____

Destination: **LOCAL and APTA CEO Conference**

Reason for Travel: **Attend APTA CEO Conference in Chicago**

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
3/6/2019	Port Hueneme Chamber of Commerce - Naval Base Update Breakfast	Other Misc.	Employee Paid	\$15.00	\$15.00	
3/5/2019	Registration for APTA CEO Conference	Other Misc.	Employee Paid	\$795.00	\$795.00	
3/5/2019	Airfare - Round Trip - LAX to Chicago	Transportation	Employee Paid	\$407.60	\$407.60	
4/16/2019	Hotel in Chicago - 4 nights	Lodging	Employee Paid	\$840.60	\$840.60	
3/25/2019	Ventura County Airporter travel from Ventura to LAX - Round Trip	Transportation	Employee Paid	\$88.55	\$88.55	
4/11/2019	Checked baggage fee to Chicago	Transportation	Employee Paid	\$30.00	\$30.00	
4/17/2019	Checked baggage fee to LAX	Transportation	Employee Paid	\$30.00	\$30.00	
4/12/2019	Lunch for flight to Chicago	Meals/ Incidentals	Employee Paid	\$17.74	\$17.74	
4/12/2019	Dinner	Meals/ Incidentals	Employee Paid	\$21.20	\$21.20	
4/12/2019	Subway from O'Hare to Downtown	Transportation	Employee Paid	\$5.00	\$5.00	
4/13/2019	Breakfast - no receipt	Meals/ Incidentals	Employee Paid	\$8.25	\$8.25	
4/13/2019	Dinner	Meals/ Incidentals	Employee Paid	\$30.65	\$30.65	
4/15/2019	Dinner	Meals/ Incidentals	Employee Paid	\$22.96	\$22.96	
TOTALS FROM PAGE TWO (IF REQUIRED)				\$28.80	\$28.80	

Subtotal

\$2,341.35 \$2,341.35

Meal & Incidentals \$126.60

Meal & Incidentals Maximum (from Worksheet) \$155.00

M&IE Adjustment (if Applicable)

Mileage Reimbursement (from Mileage Worksheet)

Minus Travel Advance

Total Due to Employee \$2,341.35

Refund Due to GCT

Signed: _____

Steven P Brown

Date: 4/25/2019

Approved: _____

Date: _____

**GOLD COAST TRANSIT
EXPENSE/TRAVEL REIMBURSEMENT
CALCULATE MAXIMUM ALLOWABLE MEALS AND INCIDENTAL EXPENSES (M&IE) REIMBURSEMENT**

Name: Steven Brown
 Destination: LOCAL and APTA CEO Conference
 Reason for Travel: Attend APTA CEO Conference in Chicago
 Dates: 4/12/2019 Until 4/17/2019

First Day of Trip:

Breakfast:

Did the trip begin before 7 a.m.? If yes, you MAY include \$8.00 for breakfast

All Meals:

Did any other organization or entity either provide or pay for your meal?

If so, you may NOT include the guideline cost of that meal.

Final Day of Trip:

Dinner:

Did the trip end before 7 p.m.? If yes, you may NOT include \$35.00 for dinner.

*For Each **ELIGIBLE** meal, include the guideline amount in the box*

Breakfast \$10.00
 Lunch \$15.00
 Dinner \$35.00
 Snacks \$5.00 *Enter for each day of the trip*

								Total
Breakfast	No	\$ 10	No	No	\$ 10			\$ 20
Lunch	\$ 15	No	No	No	\$ 15			\$ 30
Dinner	\$ 35	\$ 35	No	\$ 35	No			\$ 105
Snack								\$ -
TOTAL						\$ -	\$ -	

Maximum M&IE Reimbursement for this Trip is: _____ **\$ 155**

Employee
Name: Steven Brown

The following meal is being claimed on the attached Expense Report:

Meal:

Breakfast

Date:

4/13/2019

A detailed receipt showing exactly what was consumed has either been misplaced or was not made available by the restaurant. I certify that no alcoholic beverages were included in the bill being submitted for reimbursement by GCT.

Signed: _____

Date: _____