

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

4/10/2018 4/25/2018

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
4/10/2018	Breakfast with VCTC Executive Director Darren Kettle	Other Misc.	Employee Paid	\$39.25	\$39.25	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal					\$39.25
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		\$39.25
			Refund Due to GCT		

Signed: *Steven P. Brown*

Date: 4/25/2018

Approved: _____

Date: _____

Employee Name: Steven Brown

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

Meal: Breakfast

Date: 4/10/2018

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: Steven P Brown

Date: 4/23/2018

TWO TREES CAFE
7822 TELEGRAPH RD
VENTURA CA 93004
(805) 659-3365
MID #8788290324024

Term ID: 5
Merchant ID: 8788290324024
Server ID: 1

**CREDIT CARD
Sale**

Application Label: MasterCard
XXXXXXXXXXXX7267 Exp: XX/XX
AID: A0000000041010
MASTERCARD Entry Method: Contact
CHIP READ
ATC: 0033
AC: 9FAD866142F10170

Amount: \$ 33.25
Tip: 6.00
Total: 39.25

04/10/18 08:03:32
Resp Code: 00
TVR: 0000000000
TSI: C800
Inv#: 000005 Appr Code: 78615P
Apprvd: Online Batch#: 000019
BRIC #: 04MFRK6Z9AP3R9RB4JV