

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 7

Employee Name: **Steven Brown**

ENTER DATES:	
From:	To:
7/1/2018	8/29/2018
Enter Amount of Advance: →	

What Type of Expenses are Included on This Report?

Travel & Misc. Expenses

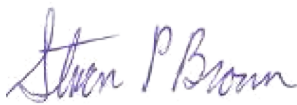
Any Travel Advance Received? (Enter Yes or No) →	No	Enter Amount of Advance: →
--	----	----------------------------

Destination: **Local**

Reason for Travel: _____

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
8/9/2018	Birthday luncheon for HR Director and staff	Other Misc.	Employee Paid	\$166.24	\$166.24	
8/9/2018	Refund for overcharge on luncheon	Other Misc.	Employee Paid	(\$12.87)	(\$12.87)	
8/28/2018	Dinner after presentation to Ojai City Council w / Vanessa R.	Other Misc.	Employee Paid	\$41.89	\$41.89	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal		\$195.26
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		\$195.26
Refund Due to GCT		

Signed: 

Date: 8/29/2018

Approved: _____

Date: _____