

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 7

Employee Name: **Steven Brown**

ENTER DATES:

From: _____ To: _____

7/22/2019 8/22/2019

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 and Register for APTA conference**

Reason for Travel: **Attend APTA TransForm (Annual) Conference**

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
7/22/2019	Lunch for new employee and related staff	Other Misc.	Employee Paid	\$64.65	\$64.65	
7/24/2019	Registration for APTA TransForm Conference	Other Misc.	Employee Paid	\$975.00	\$975.00	
8/13/2019	Airfare - LAX to JFK	Transportation	Employee Paid	\$444.60	\$444.60	
8/15/2019	Hotel for APTA TransForm Conference - One night deposit	Lodging	Employee Paid	\$461.35	\$461.35	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal

\$1,945.60 \$1,945.60

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		<u>\$1,945.60</u>
Refund Due to GCTD		

Signed: 

Date: 8/22/2019

Approved: _____

Date: _____

