GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Employee				
Name:	Steven Brown		<u>ENTER D</u>	ATES:
	What Type of Expenses are Included on This Report?		From:	<u>To:</u>
	Travel & Misc. Expenses		7/22/2019	8/22/2019
Any Travel Adva	ance 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

					Reimbursable	Accounting
Date	Description of Expense Item	Expense Type	Payment Method	<u>Amount</u>	<u>Amount</u>	<u>Only</u>
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	\$1,945.60	
	Meal & Incidentals	\$0.00				
	Meal & Incidentals Maximum (from Worksheet)	m (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						

Stren PBrown

Date: 8/22/2019

Approved:

Signed:

Date:

Form Updated January 2009

GM Travel and Expense Report August 2019.xlsm

Item # 7

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Name:	Steven Brown			ENTER DATES:	
	What Type of Expenses are Included on This Report?			From:	<u>To:</u>
	Travel & Misc. Expenses				
Any Travel Adva	ance Received? (Enter Yes or No)		No	If Yes, Enter Amount Here:	

Destination: LOCAL and Register for APTA conference

Reason for Travel: Attend APTA TransForm (Annual) Conference

Data	Description of Evenence Kern	F	Deumout Method	A	Reimbursable Amount	Accounting Only
<u>Date</u>	Description of Expense Item	Expense Type	Payment Method	<u>Amount</u>	Amount	