

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 10

Employee Name: **Steven Brown**

ENTER DATES:

From: 10/1/2017 To: 10/25/2017

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

Destination: Local

Reason for Travel: _____

Date	Description of Expense Item	Expense Type	Payment Method	Amount	Reimbursable Amount	Accounting Only
10/3/2017	Registration for Knowledge and Networking luncheon Oxnard Chamber on Oct. 12	Other Misc.	Employee Paid	\$35.00	\$35.00	
10/10/2017	Transportation Research Board Webinar registration	Other Misc.	Employee Paid	\$55.00	\$55.00	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal				\$90.00
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	\$90.00
			Refund Due to GCT	

Signed:

Date: 10/25/2017

Approved: _____

Date: _____