

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 6

Employee Name: **Steven Brown**

ENTER DATES:

What Type of Expenses are Included on This Report?

From: _____ To: _____

Misc. Expenses

6/1/2015 6/25/2015

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
6/17/2015	Wake Up Hueneme Breakfast	Other Misc.	Employee Paid	\$17.00	\$17.00	
6/11/2015	Good Morning Oxnard Breakfast	Other Misc.	Employee Paid	\$25.00	\$25.00	
6/17/2015	Lunch meeting before SCAG RTP/SCS Public Input Meeting - S.Brown, CJWinegar	Other Misc.	Employee Paid	\$20.16	\$20.16	
TOTALS FROM PAGE TWO (IF REQUIRED)						

Subtotal	\$62.16	\$62.16	
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
		\$62.16	Total Due to Employee
			Refund Due to GCT

Signed: Steven P Brown

Date: 6/23/2015

Approved: _____

Date: _____