

GOLD COAST TRANSIT - TRAVEL & OTHER EXPENSE REPORT FORM

Item # 10

Employee Name: **Steven Brown**

ENTER DATES:
 From: 12/1/2018 To: 12/31/2018

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 |
|---|----------------------------------|--------------|----------------|---------|---------------------|-----------------|
| 12/5/2018 | NAWBO Holiday Party Registration | Other Misc. | Employee Paid | \$75.00 | \$75.00 | |
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| TOTALS FROM PAGE TWO (IF REQUIRED) | | | | | | |

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|---|---------------|----------------|---|
| Subtotal | \$75.00 | \$75.00 | |
| 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 |
| | | \$75.00 | Total Due to Employee |
| | | | Refund Due to GCT |

Signed:

Date: 12/26/2018

Approved: _____

Date: _____