Information from Approved Travel Request

Traveler

Name: Brewer, Peter G.

Address: MBARI
7700 Sandholdt Rd.
Moss Landing, CA, 95039
USA

Trip Information

Destination: Kobe, Japan
Departure Date: 4/5/2008
Return Date: 4/12/2008
Travel Auth Num: T08-0160
Travel Purpose: To attend the IEEE Kobe-Techno-Ocean '08 Meeting

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $1,200.00	$1,200.00
Lodging	Days: 8	Cost/Day: $150.00	$1,200.00
Other Transport	1	Amount: $200.00	$200.00
Meals	Days: 5	Cost/Day: $65.00	$325.00
Registration/Conference Fees	1	Amount: $535.00	$535.00
		Total Budgeted Items:	$3,460.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5030-000-Conference Fees/Registrat	(none)	$535.00
200001.00-Greenhouse Gases	5530-000-Travel - Foreign	(none)	$2,925.00
		Total Budget:	$3,460.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount:

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $3,460.00 Expenses: $2,584.57

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/7/2008	MBARI AMEX	United Airlines	$1,164.13	$0.00	$1,164.13
2/7/2008	MBARI AMEX	United Airlines Fee	$15.00	$0.00	$15.00
				Category Total:	$1,179.13

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/26/2008	MBARI AMEX	Kobe Portopia Hotel	$720.77	$0.00	$720.77
				Category Total:	$720.77

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
4/5/2008	Out of Pocket	Drop off and pick up at airport	Miles: 20	Cost/Mile ($):0.5050	$0.00	$10.10
					Category Total:	$10.10

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/6/2008	Out of Pocket	Airport bus	$17.74	$0.00	$17.74
4/12/2008	Out of Pocket	Ferry from KIX	$9.85	$0.00	$9.85
4/12/2008	Out of Pocket	Portline rail fare from hotel	$24.00	$0.00	$24.00
				Category Total:	$51.59

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/8/2008	Out of Pocket	Lunch	$9.76	$0.00	$9.76
4/8/2008	Out of Pocket	Dinner	$9.76	$0.00	$9.76
4/9/2008	Out of Pocket	Lunch	$9.77	$0.00	$9.77
4/10/2008	Out of Pocket	Lunch	$9.77	$0.00	$9.77
4/11/2008	Out of Pocket	Dinner	$24.71	$0.00	$24.71
4/12/2008	Out of Pocket	Lunch	$9.69	$0.00	$9.69
				Category Total:	$73.46

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/8/2008	MBARI AMEX	Registration for Kobe Techno Ocean	$549.52	$0.00	$549.52
				Category Total:	$549.52

Assignments

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5030-000-Conference Fees/Registrat	(none)	$549.52
200001.00-Greenhouse Gases	5530-000-Travel - Foreign	(none)	$2,035.05
		Total:	$2,584.57

Reimbursements

Actual Cash Advance:	$0.00
3rd Party Reimbursement:	$0.00

Expense Report Remarks

Some meals were shared with and paid for by other MBARI staff. Collaboraters also paid for some meals. So not all of the meals Peter had are reflected in this expense report.

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$135.15
Personal Amount:	-$0.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$135.15**