Information from Approved Travel Request

Traveler

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

Trip Information

Destination:	Gulf of California, Mexico
Departure Date:	3/5/2008
Return Date:	3/19/2008
Travel Auth Num:	T08-0161
Travel Purpose:	To participate in the Gulf of California Expedition

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $1,130.00	$1,130.00
Lodging	Days: 4	Cost/Day: $100.00	$400.00
Meals	Days: 4	Cost/Day: $65.00	$260.00
		Total Budgeted Items:	$1,790.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5530-000-Travel - Foreign	(none)	$1,790.00
		Total Budget:	$1,790.00

Cash Advance

Requested Amount: $200.00

3rd Party Reimbursement

Reimburser:
Amount:

Traveler Remarks

A cash advance is requested so food can be purchased easily. Many places in Mexico do not accept credit cards.

Expense Report Information

Grand Totals: Budget: $1,790.00 Expenses: $599.01

Category: Airfare

Comment: The airfare listed below wasn't used because the Expedition was cancelled before this flight was scheduled to depart. So a credit has been issued for future flight purposes.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/7/2008	MBARI AMEX	Yahoo ticket fee for airfare	$11.00	$0.00	$11.00
2/7/2008	MBARI AMEX	Roundtrip airfare San Jose - La Paz Ticket not us	$588.01	$0.00	$588.01
				Category Total:	$599.01

Assignments

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5530-000-Travel - Foreign	(none)	$599.01
		Total:	$599.01

Reimbursements

Actual Cash Advance: $200.00
3rd Party Reimbursement: $0.00

Expense Report Remarks

Auditor Remarks

Amount Due Traveler

Cash Expenses: $0.00
Personal Amount: -$0.00
Cash Advance: -$200.00

Amount Due Traveler: ($200.00)