

Information from Approved Travel Request

Traveler

Name: Hester, Keith
Address: MBARI
7700 Sandholdt Road
Moss Landing, CA, 95039-9644
USA

Trip Information

Destination: Gulf of California, Mexico
Departure Date: 3/5/2008
Return Date: 3/19/2008
Travel Auth Num: T08-0162
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: \$588.00

Category: Airfare

Comment: The expedition was cancelled shortly after this ticket was purchased. So this is the only charge for this trip.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/7/2008	MBARI AMEX	Airfare to La Paz	\$588.00	\$0.00	\$588.00
Category Total:					\$588.00

Assignments

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5530-000-Travel - Foreign	(none)	\$588.00
Total:			\$588.00

Reimbursements

Actual Cash Advance: \$200.00

3rd Party Reimbursement: \$0.00

Expense Report Remarks

Keith called the airline to get a credit towards future trips.

Auditor Remarks

Amount Due Traveler

Cash Expenses: \$0.00

Personal Amount: -\$0.00

Cash Advance: -\$200.00

Amount Due Traveler: (\$200.00)