Information from Approved Travel Request

Traveler

Name: Hester, Keith

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

Trip Information

Destination: Vancouver, BC, Canada
Departure Date: 7/6/2008
Return Date: 7/13/2008
Travel Auth Num: T08-0175
Travel Purpose: 6th Intl. Gas Hydrate Conference

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $530.00	$530.00
Lodging	Days: 7	Cost/Day: $200.00	$1,400.00
Other Transport	1	Amount: $100.00	$100.00
Meals	Days: 8	Cost/Day: $50.00	$400.00
Registration/Conference Fees	1	Amount: $750.00	$750.00
		Total Budgeted Items:	$3,180.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5030-000-Conference Fees/Registrat	(none)	$750.00
200001.00-Greenhouse Gases	5530-000-Travel - Foreign	(none)	$2,430.00
		Total Budget:	$3,180.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $3,180.00 Expenses: $2,156.80

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/7/2008	MBARI AMEX	Travel to ICGH6	$526.49	$0.00	$526.49
				Category Total:	$526.49

Category: Lodging

Comment: Delta Hotel expense ($32.00) is a charge for Internet usage.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
6/22/2008	MBARI AMEX	Hotel for ICGH 6	$1,252.09	$0.00	$1,252.09
7/14/2008	MBARI AMEX	Delta Hotel	$32.00	$0.00	$32.00
				Category Total:	$1,284.09

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
7/6/2008	Out of Pocket	Driving to SFO	Miles: 65	Cost/Mile ($):0.5050	$0.00	$32.83
7/13/2008	Out of Pocket	Return from SFO	Miles: 65	Cost/Mile ($):0.5050	$0.00	$32.83
					Category Total:	$65.65

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
7/6/2008	Out of Pocket	Taxi to Hotel	$35.70	$0.00	$35.70
7/13/2008	MBARI AMEX	Taxi to airport	$32.56	$0.00	$32.56
				Category Total:	$68.26

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
7/6/2008	Out of Pocket	Lunch	$12.82	$0.00	$12.82
7/7/2008	Out of Pocket	Dinner	$24.16	$0.00	$24.16
7/7/2008	Out of Pocket	Breakfast	$3.62	$0.00	$3.62
7/8/2008	Out of Pocket	Breakfast	$3.62	$0.00	$3.62
7/8/2008	Out of Pocket	Dinner	$25.39	$0.00	$25.39
7/9/2008	Out of Pocket	Breakfast	$7.95	$0.00	$7.95

7/9/2008	Out of Pocket	Dinner	$21.77	$0.00	$21.77
7/10/2008	Out of Pocket	Breakfast	$5.20	$0.00	$5.20
7/10/2008	Out of Pocket	Dinner	$23.79	$0.00	$23.79
7/11/2008	Out of Pocket	Breakfast	$3.59	$0.00	$3.59
7/13/2008	Out of Pocket	Breakfast	$3.59	$0.00	$3.59
7/13/2008	Out of Pocket	Lunch	$13.83	$0.00	$13.83
				Category Total:	$149.31

Category: Miscellaneous

Tran Date	How Paid	Description	Cost	Personal Amount	Total
7/6/2008	Out of Pocket	ATM Fee	$5.00	$0.00	$5.00
7/8/2008	Out of Pocket	ATM Fee	$5.00	$0.00	$5.00
7/9/2008	Out of Pocket	ATM Fee	$5.00	$0.00	$5.00
7/9/2008	Out of Pocket	Airport Parking	$48.00	$0.00	$48.00
				Category Total:	$63.00

Category: Registration/Conference Fees

Comment: 7/16/08 AP imported ETR C0043-1 to clear system discrepancy. ~ Gail

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/8/2008	MBARI AMEX	Registration to ICGH6	$549.52	$0.00	$549.52
2/26/2008	MBARI AMEX	ICGHVI Conf. Reg.	$720.77	$0.00	$720.77
5/1/2008	Direct Bill/MC	Copied: American Express	$-549.52	$0.00	($549.52)
5/1/2008	Direct Bill/MC	Copied: American Express	$-720.77	$0.00	($720.77)
				Category Total:	$0.00

Assignments

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5030-000-Conference Fees/Registrat	(none)	$0.00
200001.00-Greenhouse Gases	5530-000-Travel - Foreign	(none)	$2,156.80
		Total:	$2,156.80

Reimbursements

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

Business Meal

There are no business meals for this expense report.

Expense Report Remarks

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$313.66
Personal Amount:	-$0.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$313.66**