Information from Approved Travel Request

Traveler

Name: Hester, Keith

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

Trip Information

Destination: Osaka, Japan
Departure Date: 4/5/2008
Return Date: 4/15/2008
Travel Auth Num: T08-0176
Travel Purpose: Oceans '08 conference

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $1,050.00	$1,050.00
Lodging	Days: 8	Cost/Day: $150.00	$1,200.00
Other Transport	1	Amount: $100.00	$100.00
Meals	Days: 9	Cost/Day: $50.00	$450.00
Registration/Conference Fees	1	Amount: $550.00	$550.00
		Total Budgeted Items:	$3,350.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5030-000-Conference Fees/Registrat	(none)	$550.00
200001.00-Greenhouse Gases	5530-000-Travel - Foreign	(none)	$2,800.00
		Total Budget:	$3,350.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount:

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $3,350.00 Expenses: $2,718.02

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/7/2008	MBARI AMEX	Travel to Oceans '08	$1,050.13	$0.00	$1,050.13
				Category Total:	$1,050.13

Category: Lodging

Comment: This charge was originally coded to the wrong expense report. Then it was charged to the wrong account. So it shows up multiple times in this category.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
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
5/1/2008	Direct Bill/MC	Copied: American Express	$-720.77	$0.00	($720.77)
5/1/2008	Direct Bill/MC	Copied: American Express	$720.77	$0.00	$720.77
				Category Total:	$1,270.29

Category: Other Transport

Comment: The Kix Limousine Bus and Airport Ferry charges for Peter Walz and Keith Hester.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/6/2008	MBARI AMEX	Kix Limousine Bus	$36.80	$0.00	$36.80
4/12/2008	Out of Pocket	KIX Airport Ferry	$19.80	$0.00	$19.80
4/12/2008	Out of Pocket	Subway-10 trips - Sannomiya to P6	$23.76	$0.00	$23.76
4/12/2008	Out of Pocket	Subway-10 trips - P6 to Sannomiya	$23.76	$0.00	$23.76
4/12/2008	Out of Pocket	Subway - 1 trip - Sannomiya to P9	$3.17	$0.00	$3.17
4/12/2008	MBARI AMEX	Train in Japan	$372.18	$372.18	$0.00
				Category Total:	$107.29

Category: Meals

Comment: Granite Cafe (07 Apr 2008) - Lunch for Peter Walz, Peter Brewer, Bill Kirkwood, and myself Lunch (10 Apr 2008) - Business lunch with Noriko Nakayama (U. of Tokyo) and myself. Discussions were held on an upcoming collaboration to measure isotopic fractionation during hydrate formation. Lunch (15 Apr 2008) - Lunch for Peter Walz and myself

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/5/2008	Out of Pocket	Breakfast	$8.35	$0.00	$8.35
4/7/2008	MBARI AMEX	Granite Cafe	$93.37	$0.00	$93.37
4/8/2008	Out of Pocket	Lunch	$9.90	$0.00	$9.90
4/8/2008	Out of Pocket	Dinner	$9.90	$0.00	$9.90
4/10/2008	MBARI AMEX	Sogo Kobe	$39.51	$0.00	$39.51
4/11/2008	Out of Pocket	Lunch	$24.75	$0.00	$24.75
4/12/2008	MBARI AMEX	Best Denki	$7.68	$0.00	$7.68
4/15/2008	Out of Pocket	Lunch	$29.50	$0.00	$29.50
4/15/2008	Out of Pocket	Snack	$15.10	$0.00	$15.10
4/15/2008	Out of Pocket	Breakfast	$17.82	$0.00	$17.82
				Category Total:	$255.88

Category: Miscellaneous

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/5/2008	MBARI AMEX	Pacific Gateway News & Gifts	$14.48	$0.00	$14.48
4/6/2008	Out of Pocket	Umbrella	$4.95	$0.00	$4.95
4/6/2008	Out of Pocket	ATM Fee	$5.00	$0.00	$5.00
4/8/2008	Out of Pocket	ATM Fee	$5.00	$0.00	$5.00
4/10/2008	Out of Pocket	ATM Fee	$5.00	$0.00	$5.00
				Category Total:	$34.43

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)	$2,168.50
		Total:	$2,718.02

Reimbursements

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

Expense Report Remarks

5/15/08 AP reopened to import ETR C0043-1 & 2 ~ Gail

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$205.76
Personal Amount:	-$372.18
Cash Advance:	-$0.00
Amount Due Traveler:	**($166.42)**