Information from Approved Travel Request

Traveler

Name: Walz, Peter

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: T08-0204
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: $500.00

3rd Party Reimbursement

Reimburser:
Amount:

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $3,460.00 Expenses: $2,989.75

Category: Airfare

Comment: United Airlines SFO-Kobe Japan Paid for by Keith Hester - American Express

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/7/2008	MBARI AMEX	Airline ticket	$1,050.13	$0.00	$1,050.13
				Category Total:	$1,050.13

Category: Lodging

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

Category: Other Transport

Comment: Each one way train ticket from the hotel to downtown Kobe was 240 yen, traveler counted 22 tickets for either himself or other MBARI travelers. These tickets were purchased for travel each day from 5th and the 12th. April 15th - 320 yen transport from Kobe to airport.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/5/2008	MBARI AMEX	SFO AIRPORT Shuttle for Peter Walz and Keith Heste	$135.00	$0.00	$135.00
4/7/2008	Out of Pocket	Subway	$3.19	$0.00	$3.19
4/7/2008	Out of Pocket	Taxi for Peter Walz, Peter Brewer, Keith Hester and Bill Kirkwood	$5.97	$0.00	$5.97
4/8/2008	Out of Pocket	Taxi for Peter Walz, Peter Brewer, Keith Hester, and Bill Kirkwood	$21.70	$0.00	$21.70
4/10/2008	Out of Pocket	One way train tickets from hotel to downtown	$52.55	$0.00	$52.55
4/15/2008	MBARI AMEX	airport shuttle service for Peter Walz and Keith H	$147.00	$0.00	$147.00
4/15/2008	Out of Pocket	Train to the airport	$3.19	$0.00	$3.19
4/15/2008	Out of Pocket	Subway fare	$7.96	$0.00	$7.96
				Category Total:	$376.55

Category: Meals

Comment: Meals for everyday are not included below because of the following. Vendors paid for of the dinners or collaborators 4/6 and 4/9. Lunch and dinner on the 10th were provided by the conference.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/5/2008	Out of Pocket	Lunch	$13.48	$0.00	$13.48
4/5/2008	Out of Pocket	Snack	$3.50	$0.00	$3.50
4/8/2008	Out of Pocket	Snack	$8.46	$0.00	$8.46
4/8/2008	Out of Pocket	Lunch	$9.95	$0.00	$9.95
4/8/2008	Out of Pocket	Dinner	$9.95	$0.00	$9.95
4/9/2008	MBARI AMEX	Lunch for Peter Walz, Keith Hester, and Bill Kirkw	$125.48	$0.00	$125.48
4/9/2008	Out of Pocket	Snack	$8.36	$0.00	$8.36
4/10/2008	Out of Pocket	Snack	$6.97	$0.00	$6.97
4/11/2008	Out of Pocket	Lunch	$24.88	$0.00	$24.88
4/12/2008	Out of Pocket	Lunch	$10.95	$0.00	$10.95
4/15/2008	Out of Pocket	Breakfast	$7.73	$0.00	$7.73
				Category Total:	$229.72

Category: Miscellaneous

Comment: The charge listed below for $20.86 is for laundry service.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/6/2008	Out of Pocket	Currency conversion fee	$5.95	$0.00	$5.95
4/6/2008	Out of Pocket	Currency conversion fee	$5.97	$0.00	$5.97
4/7/2008	Out of Pocket	Umbrella purchase	$4.96	$0.00	$4.96
4/9/2008	Out of Pocket	ATM fee - international service fee	$5.00	$0.00	$5.00
4/12/2008	MBARI AMEX	Hotel room charges - phone and laundry service	$20.86	$0.00	$20.86
				Category Total:	$42.74

Category: Telephone

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/12/2008	MBARI AMEX	Hotel room charges - phone and laundry service	$1.04	$0.00	$1.04
				Category Total:	$1.04

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/8/2008	MBARI AMEX	Registration fees for Oceans 2008 Kobe Japan	$568.80	$0.00	$568.80
				Category Total:	$568.80

Assignments

Project	Account	Reference Number	Total

200001.00-Greenhouse Gases	5030-000-Conference Fees/Registrat	(none)	$568.80
200001.00-Greenhouse Gases	5530-000-Travel - Foreign	(none)	$2,420.95
		Total:	$2,989.75

Reimbursements

Actual Cash Advance:	$500.00
3rd Party Reimbursement:	$0.00

Expense Report Remarks

Some meal costs and travel expenses were shared with other MBARI staff.

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$220.67
Personal Amount:	-$0.00
Cash Advance:	-$500.00
Amount Due Traveler:	**($279.33)**