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: $29.64

Category: Meals

Comment: The charge below is for a snack.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/15/2008	MBARI AMEX	Kansai Airport Duty Free Shop	$7.88	$0.00	$7.88
				Category Total:	$7.88

Category: Miscellaneous

Comment: The charge below is for headphones.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/15/2008	MBARI AMEX	Kansai Airport Duty Free Shop	$21.76	$0.00	$21.76
				Category Total:	$21.76

Assignments

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5530-000-Travel - Foreign	(none)	$29.64
		Total:	$29.64

Reimbursements

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

Expense Report Remarks

Peter didn't want to miss the deadline on submitting his expense report. So he submitted his expense report for IEEE Kobe-Techno-Ocean '08 Meeting before this expense arrived. And this American Express charge came really late. So this additional expense report is being submitted with only the one remaining charge.

Auditor Remarks

Amount Due Traveler

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