Information from Approved Travel Request

Traveler

Name: Hester, Keith

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

Trip Information

Destination: Telluride, CO, USA
Departure Date: 8/2/2008
Return Date: 8/10/2008
Travel Auth Num: T08-0434
Travel Purpose: Telluride Workshop on the Microscopic Description of Gas Clathrate

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $300.00	$300.00
Lodging	Days: 9	Cost/Day: $70.00	$630.00
Other Transport	1	Amount: $100.00	$100.00
Meals	Days: 9	Cost/Day: $50.00	$450.00
Registration/Conference Fees	1	Amount: $250.00	$250.00
		Total Budgeted Items:	$1,730.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5030-000-Conference Fees/Registrat	(none)	$163.29
200001.00-Greenhouse Gases	5500-000-Travel - Domestic	(none)	$966.71
		Total Budget:	$1,130.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser: Kenneth Jordon
Amount: $600.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $1,730.00 Expenses: $1,482.02

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
7/15/2008	MBARI AMEX	Airfare	$337.01	$0.00	$337.01
				Category Total:	$337.01

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/28/2008	MBARI AMEX	Telluride Workshop on the Microscopic Description	$485.00	$0.00	$485.00
				Category Total:	$485.00

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
8/2/2008	Out of Pocket	MBARI to SJC	Miles: 55	Cost/Mile ($):0.5850	$0.00	$32.18
8/10/2008	Out of Pocket	SJC to Santa Cruz	Miles: 36	Cost/Mile ($):0.5850	$0.00	$21.06
					Category Total:	$53.24

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
8/2/2008	Out of Pocket	Pick-up from DEN airport	$10.00	$0.00	$10.00
8/6/2008	Out of Pocket	Drop-off at DEN airport	$10.00	$0.00	$10.00
				Category Total:	$20.00

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
8/2/2008	Out of Pocket	Breakfast	$5.66	$0.00	$5.66
8/2/2008	Out of Pocket	Lunch	$10.00	$0.00	$10.00
8/2/2008	Out of Pocket	Dinner	$12.00	$0.00	$12.00
8/3/2008	Out of Pocket	Breakfast	$6.17	$0.00	$6.17
8/3/2008	MBARI AMEX	Dinner	$68.41	$17.00	$51.41
8/4/2008	Out of Pocket	Lunch	$15.00	$0.00	$15.00
8/4/2008	MBARI AMEX	Dinner	$44.26	$17.58	$26.68
8/5/2008	Out of Pocket	Lunch	$10.86	$0.00	$10.86
8/6/2008	Out of Pocket	Dinner	$55.87	$0.00	$55.87

8/6/2008	Out of Pocket	Lunch	$8.97	$0.00	$8.97
8/7/2008	Out of Pocket	Lunch	$12.35	$0.00	$12.35
8/8/2008	Out of Pocket	Lunch	$4.55	$0.00	$4.55
8/8/2008	MBARI AMEX	Dinner	$116.25	$102.00	$14.25
8/10/2008	Out of Pocket	Breakfast	$8.00	$0.00	$8.00
				Category Total:	$241.77

Category: Miscellaneous

Comment: First $15 required to reserve reservation. Final $80 paid upon return.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
8/2/2008	MBARI AMEX	Airport Parking	$15.00	$0.00	$15.00
8/10/2008	MBARI AMEX	Airport Parking	$80.00	$0.00	$80.00
				Category Total:	$95.00

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/28/2008	MBARI AMEX	Telluride Workshop on the Microscopic Description	$250.00	$0.00	$250.00
				Category Total:	$250.00

Assignments

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5500-000-Travel - Domestic	(none)	$1,482.02
		Total:	$1,482.02

Reimbursements

Actual Cash Advance: $0.00
3rd Party Reimbursement: $600.00

Business Meal

There are no business meals for this expense report.

Expense Report Remarks

Auditor Remarks

Amount Due Traveler

Cash Expenses: $222.67
Personal Amount: -$136.58
Cash Advance: -$0.00

Amount Due Traveler: $86.09