Information from Approved Travel Request

Traveler

Name: Brewer, Peter G.

Address: MBARI
7700 Sandholdt Rd.
Moss Landing, CA, 95039
USA

Trip Information

Destination: Washington, DC, USA
Departure Date: 5/14/2008
Return Date: 5/15/2008
Travel Auth Num: T08-0437
Travel Purpose: To participate in U.S. National Committee for the Intergovernmental Oceanographic Commission Meeting

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $1,300.00	$1,300.00
Lodging	Days: 1	Cost/Day: $180.00	$180.00
Other Transport	1	Amount: $60.00	$60.00
Meals	Days: 2	Cost/Day: $55.00	$110.00
		Total Budgeted Items:	$1,650.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5500-000-Travel - Domestic	(none)	$1,650.00
		Total Budget:	$1,650.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount:

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $1,650.00 Expenses: $1,789.45

Category: Airfare

Comment: The $15.00 fee was for talking with an United Airlines agent on the phone. Peter has been able to get better flights and seats if he calls and is charged $15.00. The $75.00 fee came about because of a planned trip to lecture at UW on Ocean Acidification. In order to accommodate the trip a late ticket was booked to DC. This resulted in a $75.00 penalty and a return trip from IAD to SEA. Peter will attempt to recover the $75.00 fee from UW since they now will not have to pay for the planned leg from Monterey to Seattle. Receipts were not provided for either of the fees.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/2/2008	Out of Pocket	United Airlines	$75.00	$0.00	$75.00
5/2/2008	MBARI AMEX	United Airlines	$1,187.99	$0.00	$1,187.99
5/2/2008	MBARI AMEX	United Airlines	$15.00	$0.00	$15.00
				Category Total:	$1,277.99

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/6/2008	MBARI AMEX	Hotels.com - Sheraton Premiere at Tysons Corner	$332.70	$0.00	$332.70
				Category Total:	$332.70

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/14/2008	Out of Pocket	Taxi from Airport to Hotel	$25.00	$0.00	$25.00
5/15/2008	Out of Pocket	Taxi from Hotel to Meeting	$25.00	$0.00	$25.00
5/15/2008	Out of Pocket	Taxi	$60.00	$0.00	$60.00
				Category Total:	$110.00

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/14/2008	Out of Pocket	Snack	$8.00	$0.00	$8.00
5/14/2008	MBARI AMEX	Sheraton	$21.48	$0.00	$21.48
5/15/2008	Out of Pocket	Dinner	$9.33	$0.00	$9.33
5/15/2008	Out of Pocket	Lunch	$20.00	$0.00	$20.00
				Category Total:	$58.81

Category: Telephone

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/14/2008	MBARI AMEX	Sheraton	$9.95	$0.00	$9.95
				Category Total:	$9.95

Assignments

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5500-000-Travel - Domestic	(none)	$1,789.45
		Total:	$1,789.45

Reimbursements

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

Expense Report Remarks

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$222.33
Personal Amount:	-$14.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$208.33**