Information from Approved Travel Request

Traveler

Name: Brewer, Peter G.

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

Trip Information

Destination: San Francisco, CA, USA
Departure Date: 12/14/2008
Return Date: 12/19/2008
Travel Auth Num: T08-0762
Travel Purpose: To attend AGU

Budget Items

Category	Quantity	Cost	Total
Lodging	Days: 5	Cost/Day: $160.00	$800.00
Personal Car	Miles: 100	Cost/Mile: $0.5850	$58.50
Other Transport	1	Amount: $200.00	$200.00
Meals	Days: 6	Cost/Day: $45.00	$270.00
Miscellaneous	1	Amount: $100.00	$100.00
Registration/Conference Fees	1	Amount: $355.00	$355.00
		Total Budgeted Items:	$1,783.50

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5030-000-Conference Fees/Registrat	(none)	$355.00
200001.00-Greenhouse Gases	5500-000-Travel - Domestic	(none)	$1,428.50
		Total Budget:	$1,783.50

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:

Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $1,783.50 Expenses: $1,599.61

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/19/2008	MBARI AMEX	Handlery Union Square Hotel	$769.50	$0.00	$769.50
				Category Total:	$769.50

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
12/14/2008	Out of Pocket	Roundtrip to San Francisco from home	Miles: 250	Cost/Mile ($):0.5850	$0.00	$146.25
					Category Total:	$146.25

Category: Other Transport

Comment: The cost below is for parking in the hotel.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/19/2008	MBARI AMEX	Handlery Union Square Hotel	$216.60	$0.00	$216.60
				Category Total:	$216.60

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/14/2008	MBARI AMEX	Walgreens	$9.47	$0.00	$9.47
12/15/2008	Out of Pocket	Lunch	$10.01	$0.00	$10.01
12/15/2008	Out of Pocket	Groceries	$4.99	$0.00	$4.99
12/16/2008	Out of Pocket	Dinner	$38.50	$0.00	$38.50
12/16/2008	Out of Pocket	Snack	$2.72	$0.00	$2.72
12/17/2008	MBARI AMEX	les joulins jazz	$18.25	$0.00	$18.25
12/17/2008	Out of Pocket	Snack	$3.28	$0.00	$3.28
12/18/2008	Out of Pocket	Lunch	$6.79	$0.00	$6.79
12/19/2008	Out of Pocket	Lunch	$18.25	$0.00	$18.25
				Category Total:	$112.26

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/16/2008	MBARI AMEX	AGU Registration	$355.00	$0.00	$355.00
				Category Total:	$355.00

Assignments

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5030-000-Conference Fees/Registrat	(none)	$355.00
200001.00-Greenhouse Gases	5500-000-Travel - Domestic	(none)	$1,244.61
		Total:	$1,599.61

Reimbursements

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

Business Meal

There are no business meals for this expense report.

Expense Report Remarks

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$230.79
Personal Amount:	-$0.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$230.79**