Information from Approved Travel Request

Traveler

Name:	Xin, Zhang
Address:	7700 Sandholdt Road 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:	T08-0765
Travel Purpose:	To attend AGU

Budget Items

Category	Quantity	Cost	Total
Lodging	Days: 5	Cost/Day: $160.00	$800.00
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:	$1,525.00

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)	$1,170.00
		Total Budget:	$1,525.00

Cash Advance

Requested Amount: $200.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

The cash advance is for meals and other out of pocket expenses.

Expense Report Information

Grand Totals: Budget: $1,525.00 Expenses: $1,620.83

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/20/2008	MBARI AMEX	Hotel	$826.50	$0.00	$826.50
				Category Total:	$826.50

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/14/2008	Out of Pocket	Lunch	$10.15	$0.00	$10.15
12/14/2008	Out of Pocket	Dinner	$24.00	$0.00	$24.00
12/15/2008	Out of Pocket	Breakfast	$11.08	$0.00	$11.08
12/15/2008	Out of Pocket	Lunch	$15.14	$0.00	$15.14
12/16/2008	Out of Pocket	Breakfast	$8.00	$0.00	$8.00
12/16/2008	Out of Pocket	Dinner	$55.65	$0.00	$55.65
12/17/2008	Out of Pocket	Breakfast	$9.89	$0.00	$9.89
12/17/2008	Out of Pocket	Lunch	$16.00	$0.00	$16.00
12/18/2008	Out of Pocket	Breakfast	$10.04	$0.00	$10.04
12/18/2008	Out of Pocket	Lunch	$30.00	$0.00	$30.00
12/19/2008	Out of Pocket	Breakfast	$9.55	$0.00	$9.55
12/19/2008	Out of Pocket	Lunch	$17.83	$0.00	$17.83
				Category Total:	$217.33

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/10/2008	MBARI	AGU registration fees	$335.00	$0.00	$335.00

	AMEX				
9/24/2008	MBARI AMEX	Abstract fee	$70.00	$0.00	$70.00
10/3/2008	MBARI AMEX	AGU Fall Mtg (SF) registration	$172.00	$0.00	$172.00
				Category Total:	$577.00

Assignments

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5030-000-Conference Fees/Registrat	(none)	$577.00
200001.00-Greenhouse Gases	5500-000-Travel - Domestic	(none)	$1,043.83
		Total:	$1,620.83

Reimbursements

Actual Cash Advance: $200.00
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: $217.33
Personal Amount: -$0.00
Cash Advance: -$200.00

Amount Due Traveler: $17.33