# Information from Approved Travel Request

## Traveler

| | |
|---|---|
| Name: | Xin, Zhang |
| Address: | 7700 Sandholdt Road<br>Moss Landing, CA, 95039<br>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: ($405.00)

### Category: Registration/Conference Fees

Comment: The fees below were mistakenly coded to this expense report when they should have gone to Ed Peltzer's expense report TAN# T08-0854.

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 2/1/2009 | Direct Bill/MC | Copied: American Express | $-70.00 | $0.00 | ($70.00) |
| 2/1/2009 | Direct Bill/MC | Copied: American Express | $-335.00 | $0.00 | ($335.00) |
| | | | | Category Total: | ($405.00) |

### Assignments

| Project | Account | Reference Number | Total |
|---|---|---|---|
| 200001.00-Greenhouse Gases | 5030-000-Conference Fees/Registrat | (none) | ($405.00) |
| | | Total: | ($405.00) |

### 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: $0.00
Personal Amount: -$0.00
Cash Advance: -$0.00

**Amount Due Traveler: $0.00**