Information from Approved Travel Request

Traveler

Name: Hester, Keith

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

Trip Information

Destination: San Francisco, CA, USA
Departure Date: 12/14/2008
Return Date: 12/19/2008
Travel Auth Num: T08-0795
Travel Purpose: AGU Fall Meeting

Budget Items

Category	Quantity	Cost	Total
Lodging	Days: 5	Cost/Day: $170.00	$850.00
Personal Car	Miles: 150	Cost/Mile: $0.5850	$87.75
Other Transport	1	Amount: $200.00	$200.00
Meals	Days: 6	Cost/Day: $50.00	$300.00
Miscellaneous	1	Amount: $100.00	$100.00
Registration/Conference Fees	1	Amount: $450.00	$450.00
		Total Budgeted Items:	$1,987.75

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5030-000-Conference Fees/Registrat	(none)	$450.00
200001.00-Greenhouse Gases	5500-000-Travel - Domestic	(none)	$1,537.75
		Total Budget:	$1,987.75

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:

Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $1,987.75 Expenses: $1,910.95

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/19/2008	MBARI AMEX	Hotel	$912.94	$0.00	$912.94
				Category Total:	$912.94

Category: Personal Car

Comment: Includes travel to pick-up and return X. Zhang to home.

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
12/14/2008	Out of Pocket	Mileage	Miles: 232	Cost/Mile ($):0.5850	$0.00	$135.72
					Category Total:	$135.72

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/17/2008	Out of Pocket	Taxi to Hotel	$10.00	$0.00	$10.00
				Category Total:	$10.00

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/14/2008	Out of Pocket	Dinner	$15.00	$0.00	$15.00
12/15/2008	Out of Pocket	Breakfast	$6.25	$0.00	$6.25
12/15/2008	Out of Pocket	Lunch	$12.52	$0.00	$12.52
12/15/2008	MBARI AMEX	Dinner - X. Zhang and K. Hester	$109.12	$30.38	$78.74
12/16/2008	Out of Pocket	Breakfast	$4.80	$0.00	$4.80
12/16/2008	Out of Pocket	Lunch	$24.95	$0.00	$24.95
12/17/2008	Out of Pocket	Breakfast	$4.80	$0.00	$4.80
12/17/2008	Out of Pocket	Lunch	$16.10	$0.00	$16.10
12/18/2008	Out of Pocket	Breakfast	$7.58	$0.00	$7.58
12/18/2008	MBARI AMEX	Dinner - X. Zhang and K. Hesyter	$78.80	$29.70	$49.10
12/19/2008	Out of Pocket	Lunch	$8.90	$0.00	$8.90

12/19/2008	MBARI AMEX	Breakfast	$22.02	$12.00	$10.02
				Category Total:	$238.76

Category: Miscellaneous

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/13/2008	MBARI AMEX	Poster tubes	$23.53	$0.00	$23.53
12/19/2008	MBARI AMEX	Parking	$145.00	$0.00	$145.00
				Category Total:	$168.53

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/22/2008	MBARI AMEX	Fall AGU meeting registration	$355.00	$0.00	$355.00
9/24/2008	MBARI AMEX	Abstract submittal fee - Fall AGU Meeting (Ocean S	$50.00	$0.00	$50.00
9/24/2008	MBARI AMEX	Abstract submittal fee - Fall AGU Meeting (TO meas	$40.00	$0.00	$40.00
				Category Total:	$445.00

Assignments

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5030-000-Conference Fees/Registrat	(none)	$445.00
200001.00-Greenhouse Gases	5500-000-Travel - Domestic	(none)	$1,465.95
		Total:	$1,910.95

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:	$246.62
Personal Amount:	-$72.08
Cash Advance:	-$0.00
Amount Due Traveler:	**$174.54**