Information from Approved Travel Request

Traveler

Name: Peltzer, Ed

Address: 4600 Hilltop Road
Soquel, CA, 95073
USA

Trip Information

Destination: San Francisco, CA, USA
Departure Date: 12/14/2008
Return Date: 12/19/2008
Travel Auth Num: T08-0854
Travel Purpose: To attend AGU

Budget Items

Category	Quantity	Cost	Total
Lodging	Days: 5	Cost/Day: $160.00	$800.00
Personal Car	Miles: 80	Cost/Mile: $0.5850	$46.80
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:	$1,771.80

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)	$1,416.80
		Total Budget:	$1,771.80

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: $1,771.80 Expenses: $1,475.64

Category: Lodging

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

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
12/14/2008	Out of Pocket	Round-trip Mileage	Miles: 154.26	Cost/Mile ($):0.5850	$0.00	$90.24
12/20/2008	MBARI AMEX	Lodging and parking	Miles: 1	Cost/Mile ($):153.9000	$0.00	$153.90
					Category Total:	$244.14

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/14/2008	Out of Pocket	Dinner	$13.00	$0.00	$13.00
12/15/2008	MBARI AMEX	Kuleto's Italian Restaurant	$125.25	$0.00	$125.25
12/15/2008	Out of Pocket	Lunch	$6.65	$0.00	$6.65
12/15/2008	Out of Pocket	Snack	$3.00	$0.00	$3.00
12/16/2008	MBARI AMEX	Lunch w Peter Brewer	$54.45	$0.00	$54.45
12/16/2008	MBARI AMEX	Dinner	$75.85	$28.45	$47.40
12/16/2008	Out of Pocket	Snack	$3.00	$0.00	$3.00
12/17/2008	MBARI AMEX	Dinner	$178.53	$136.09	$42.44
12/17/2008	MBARI AMEX	Lunch w Bill Kirkwood	$52.32	$0.00	$52.32
12/17/2008	Out of Pocket	Snack	$3.00	$0.00	$3.00
12/18/2008	MBARI AMEX	Lunch w Bill Kirkwood	$36.03	$0.00	$36.03
12/18/2008	Out of Pocket	Snack	$3.00	$0.00	$3.00
12/19/2008	Out of Pocket	Snack	$3.00	$0.00	$3.00
				Category Total:	$392.54

Category: Miscellaneous

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/15/2008	MBARI AMEX	Radioshack	$8.67	$0.00	$8.67
12/15/2008	Out of Pocket	Walgreens	$3.79	$0.00	$3.79

Category Total:	$12.46

Assignments

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5500-000-Travel - Domestic	(none)	$1,475.64
		Total:	$1,475.64

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:	$128.68
Personal Amount:	-$164.54
Cash Advance:	-$200.00
Amount Due Traveler:	**($235.86)**