

Information from Approved Travel Request

Traveler

Name: Peltzer, Ed
Address: 4600 Hilltop Road
Soquel, CA, 95073
USA

Trip Information

Destination: Papette, Tahiti
Departure Date: 3/1/2009
Return Date: 3/8/2009
Travel Auth Num: T08-0884
Travel Purpose: Attend 11th Pacific Inter-Congress Mtg and present oral paper

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: \$950.00	\$950.00
Lodging	Days: 6	Cost/Day: \$200.00	\$1,200.00
Rental Car	Days: 1	Cost/Day: \$75.00	\$75.00
Other Transport	1	Amount: \$150.00	\$150.00
Meals	Days: 7	Cost/Day: \$40.00	\$280.00
Miscellaneous	1	Amount: \$25.00	\$25.00
Registration/Conference Fees	1	Amount: \$320.00	\$320.00
Total Budgeted Items:			\$3,000.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5030-000-Conference Fees/Registrat	(none)	\$320.00
200001.00-Greenhouse Gases	5530-000-Travel - Foreign	(none)	\$2,680.00
Total Budget:			\$3,000.00

Cash Advance

Requested Amount: \$300.00

3rd Party Reimbursement

Reimbursing:

Amount: \$0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: \$3,000.00 Expenses: \$2,821.57

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
1/13/2009	MBARI AMEX	Air fare to LAX and return as part of air transpor	\$319.20	\$0.00	\$319.20
3/1/2009	Direct Bill/MC	Copied: Wells Fargo Bank	\$961.10	\$0.00	\$961.10
3/1/2009	Direct Bill/MC	Copied: American Express	\$-319.20	\$0.00	(\$319.20)
3/1/2009	Direct Bill/MC	Copied: American Express	\$319.20	\$0.00	\$319.20
Category Total:					\$1,280.30

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
1/1/2009	Direct Bill/MC	Copied: Banque du Tahiti	\$923.44	\$0.00	\$923.44
3/6/2009	MBARI AMEX	Breakfast (\$15.50) & City Tax on Room (\$16.26)	\$16.26	\$0.00	\$16.26
Category Total:					\$939.70

Category: Personal Car

Comment: Mileage: Soquel, CA to SJC & return

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
3/1/2009	Out of Pocket	Mileage	Miles: 37.1	Cost/Mile (\$):0.5500	\$0.00	\$20.41
3/7/2009	Out of Pocket	Mileage	Miles: 37.1	Cost/Mile (\$):0.5500	\$0.00	\$20.41
Category Total:						\$40.81

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
3/7/2009	MBARI AMEX	Parking at SJC for week I attend PSA / PSI - 2009	\$105.00	\$0.00	\$105.00
Category Total:					\$105.00

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
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3/1/2009	MBARI AMEX	Lunch	\$23.38	\$0.00	\$23.38
3/2/2009	Out of Pocket	Snack	\$3.49	\$0.00	\$3.49
3/3/2009	Out of Pocket	Snack	\$3.49	\$0.00	\$3.49
3/4/2009	Out of Pocket	Snack	\$6.98	\$0.00	\$6.98
3/5/2009	Out of Pocket	Snack	\$3.49	\$0.00	\$3.49
3/6/2009	Out of Pocket	Snack	\$6.98	\$0.00	\$6.98
3/6/2009	MBARI AMEX	Breakfast (\$15.50) & City Tax on Room (\$16.26)	\$15.50	\$0.00	\$15.50
3/6/2009	MBARI AMEX	Dinner with Bill Kirkwood, Catherine Goyet & Claud	\$101.82	\$43.54	\$58.28
3/7/2009	Out of Pocket	Snack	\$8.29	\$0.00	\$8.29
Category Total:					\$129.87

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
11/17/2008	Out of Pocket	PAYPAL VIPFENUAPSI	\$325.89	\$0.00	\$325.89
12/1/2008	Direct Bill/MC	Copied: Wells Fargo Bank	\$961.10	\$0.00	\$961.10
12/1/2008	Direct Bill/MC	Copied: Wells Fargo Bank	\$329.61	\$0.00	\$329.61
3/1/2009	Direct Bill/MC	Copied: Wells Fargo Bank	\$-961.10	\$0.00	(\$961.10)
3/1/2009	Direct Bill/MC	Copied: Wells Fargo Bank	\$-329.61	\$0.00	(\$329.61)
Category Total:					\$325.89

Assignments

Project	Account	Reference Number	Total
200001.00-Greenhouse Gases	5030-000-Conference Fees/Registrat	(none)	\$325.89
200001.00-Greenhouse Gases	5530-000-Travel - Foreign	(none)	\$923.44
900815.00-High CO2 Ocean	5530-000-Travel - Foreign	(none)	\$0.00
900900.00-Ocean Chem Greenhous Gas	5530-000-Travel - Foreign	(none)	\$1,572.24
Total:			\$2,821.57

Reimbursements

Actual Cash Advance: \$626.89
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:	\$399.41
Personal Amount:	-\$43.54
Cash Advance:	-\$626.89

Amount Due Traveler: (\$271.02)