Information from Approved Travel Request

Traveler

Name: Massion, Gene

Address: MBARI
7700 Sandholdt Rd.
Moss Landing, CA, 95039
USA

Trip Information

Destination: San Francisco, CA, USA
Departure Date: 4/30/2008
Return Date: 4/30/2008
Travel Auth Num: T08-0411
Travel Purpose: To obtain visa for visit to China.

Budget Items

Category	Quantity	Cost	Total
Personal Car	Miles: 200	Cost/Mile: $0.5050	$101.00
Other Transport	1	Amount: $40.00	$40.00
Meals	Days: 1	Cost/Day: $30.00	$30.00
		Total Budgeted Items:	$171.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
701725.00-MARS O & M	5500-000-Travel - Domestic	(none)	$171.00
		Total Budget:	$171.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount:

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $171.00 Expenses: $109.61

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
4/30/2008	Out of Pocket	RT Mileage	Miles: 170	Cost/Mile ($):0.5050	$0.00	$85.85
					Category Total:	$85.85

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/30/2008	MBARI AMEX	Lunch while getting visa	$9.71	$0.00	$9.71
				Category Total:	$9.71

Category: Miscellaneous

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/30/2008	MBARI AMEX	Passport photo for China visa	$14.05	$0.00	$14.05
				Category Total:	$14.05

Assignments

Project	Account	Reference Number	Total
660000.00-Eng Development - Admin	5500-000-Travel - Domestic	(none)	$85.85
660000.00-Eng Development - Admin	5530-000-Travel - Foreign	(none)	$14.05
666000.00-Eng Develop- Data Systems	5530-000-Travel - Foreign	(none)	$9.71
		Total:	$109.61

Reimbursements

Actual Cash Advance: $0.00
3rd Party Reimbursement: $0.00

Expense Report Remarks

Auditor Remarks

Amount Due Traveler

Cash Expenses: $85.85
Personal Amount: -$0.00
Cash Advance: -$0.00

Amount Due Traveler: $85.85