Information from Approved Travel Request

Traveler

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

Trip Information

Destination:	Victoria, BC, Canada
Departure Date:	9/7/2008
Return Date:	9/10/2008
Travel Auth Num:	T08-0722
Travel Purpose:	Attend Interoperability workshop Sep. 8-9, 2008

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $672.82	$672.82
Lodging	Days: 3	Cost/Day: $100.00	$300.00
		Total Budgeted Items:	$972.82

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
666000.00-Eng Develop- Data Systems	5530-000-Travel - Foreign	(none)	$972.82
		Total Budget:	$972.82

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $972.82 Expenses: $1,069.13

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/4/2008	MBARI AMEX	Expedia Service Fee	$7.00	$0.00	$7.00
9/4/2008	MBARI AMEX	Alaska Airlines	$665.82	$0.00	$665.82
				Category Total:	$672.82

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/9/2008	MBARI AMEX	hotel	$296.86	$0.00	$296.86
				Category Total:	$296.86

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/10/2008	MBARI AMEX	parking	$45.00	$0.00	$45.00
				Category Total:	$45.00

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/7/2008	MBARI AMEX	dinner	$9.46	$0.00	$9.46
9/9/2008	MBARI AMEX	hotel	$25.00	$0.00	$25.00
9/10/2008	MBARI AMEX	lunch/snack	$4.93	$0.00	$4.93
9/10/2008	MBARI AMEX	lunch	$7.07	$0.00	$7.07
				Category Total:	$46.46

Category: Telephone

Comment: No receipt provided for network access.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/10/2008	MBARI AMEX	network access	$7.99	$0.00	$7.99
				Category Total:	$7.99

Assignments

Project	Account	Reference Number	Total
666000.00-Eng Develop- Data Systems	5530-000-Travel - Foreign	(none)	$1,069.13
		Total:	$1,069.13

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

Original receipts were sent to a third party for reimbursement. We are submitting all receipts due to the fact that they are copied together but we are only claiming corporate AMEX charges.

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$0.00
Personal Amount:	-$0.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$0.00**