Information from Approved Travel Request

Traveler

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

Trip Information

Destination:	Denver, CO, USA
Departure Date:	9/5/2009
Return Date:	9/11/2009
Travel Auth Num:	T09-0465
Travel Purpose:	This is the OOI CI Team Kickoff Meeting. Woods Hole (WHOI) will be reimbursing MBARI for this trips costs

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $610.00	$610.00
Other Transport	1	Amount: $35.00	$35.00
Meals	Days: 3	Cost/Day: $50.00	$150.00
		Total Budgeted Items:	$795.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
670000.00-Eng Support - Engineers	5500-000-Travel - Domestic	(none)	$795.00
		Total Budget:	$795.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

THe costs for this trip will be reimbursed to MBARI by WHOI.

Expense Report Information

Grand Totals: Budget: $795.00 Expenses: $788.55

Category: Airfare

Comment: Airfare should be in Project 708760.00-5500. I can't seem to change it in Web Expense

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
8/1/2009	Credit Card	Airfare. This will be reimbursed by WHOI	$601.20	$0.00	$601.20	
				Category Total:	$601.20	

Category: Rental Car

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/11/2009	Credit Card	Rental Car	$188.71	$94.35	$94.36	
				Category Total:	$94.36	

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/11/2009	Out of Pocket	Gas	$14.10	$0.00	$14.10	
				Category Total:	$14.10	

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/10/2009	Credit Card	Dinner	$23.89	$0.00	$23.89	
9/11/2009	Credit Card	Lunch	$17.19	$0.00	$17.19	
9/11/2009	Credit Card	Meals + expenses	$35.66	$0.00	$35.66	
9/11/2009	Out of Pocket	Snack	$2.15	$0.00	$2.15	
				Category Total:	$78.89	

Assignments

Project	Account	Reference Number	Total
670000.00-Eng Support - Engineers	5500-000-Travel - Domestic	(none)	$601.20
708760.00-OOI Cyberinfrastr OOI-CI	5500-000-Travel - Domestic	(none)	$187.35
		Total:	$788.55

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:	$16.25
Personal Amount:	-$94.35
Cash Advance:	-$0.00
Amount Due Traveler:	**($78.10)**