

Information from Approved Travel Request

Traveler

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

Trip Information

Destination: San Diego, CA, USA
Departure Date: 5/28/2008
Return Date: 5/29/2008
Travel Auth Num: T08-0377
Travel Purpose: Attend Integrated Observatory Management Workshop

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: \$150.00	\$150.00
Lodging	Days: 2	Cost/Day: \$150.00	\$300.00
Rental Car	Days: 2	Cost/Day: \$50.00	\$100.00
Personal Car	Miles: 200	Cost/Mile: \$0.5050	\$101.00
Other Transport	1	Amount: \$100.00	\$100.00
Meals	Days: 3	Cost/Day: \$50.00	\$150.00
Total Budgeted Items:			\$901.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900026.00-SENSORS	5500-000-Travel - Domestic	(none)	\$901.00
Total Budget:			\$901.00

Cash Advance

Requested Amount: \$0.00

3rd Party Reimbursement

Reimbursing:
Amount:

Traveler Remarks

Expense Report Information

Grand Totals: Budget: \$901.00 Expenses: \$680.20

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/20/2008	MBARI AMEX	airline booking fee	\$8.00	\$0.00	\$8.00
4/20/2008	MBARI AMEX	airfare	\$139.00	\$0.00	\$139.00
Category Total:					\$147.00

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/30/2008	MBARI AMEX	hotel room	\$357.76	\$0.00	\$357.76
Category Total:					\$357.76

Category: Rental Car

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/29/2008	MBARI AMEX	gas	\$12.67	\$0.00	\$12.67
5/29/2008	MBARI AMEX	car rental	\$29.31	\$0.00	\$29.31
Category Total:					\$41.98

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
5/28/2008	Out of Pocket	Mileage to SFO	Miles: 98	Cost/Mile (\$):0.5050	\$0.00	\$49.49
Category Total:						\$49.49

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/29/2008	MBARI AMEX	parking	\$43.09	\$0.00	\$43.09
Category Total:					\$43.09

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/27/2008	Out of Pocket	Lunch	\$8.54	\$0.00	\$8.54
5/27/2008	MBARI AMEX	coffee	\$2.06	\$0.00	\$2.06
5/27/2008	MBARI AMEX	Dinner	\$11.99	\$3.25	\$8.74
5/27/2008	MBARI AMEX	water	\$2.29	\$0.00	\$2.29
5/28/2008	MBARI AMEX	Dinner	\$6.99	\$0.00	\$6.99
5/28/2008	Out of Pocket	Snack	\$1.79	\$0.00	\$1.79
5/29/2008	MBARI AMEX	dinner	\$9.47	\$0.00	\$9.47
Category Total:					\$39.88

Category: Miscellaneous

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/29/2008	Out of Pocket	Shuttle Driver Tip	\$1.00	\$0.00	\$1.00
Category Total:					\$1.00

Assignments

Project	Account	Reference Number	Total
900026.00-SENSORS	5500-000-Travel - Domestic	(none)	\$680.20
Total:			\$680.20

Reimbursements

Actual Cash Advance: \$0.00

3rd Party Reimbursement: \$0.00

Expense Report Remarks

Charges have been submitted to OOI for reimbursement.

Auditor Remarks

Amount Due Traveler

Cash Expenses: \$60.82

Personal Amount: -\$3.25

Cash Advance: -\$0.00

Amount Due Traveler: \$57.57