

Information from Approved Travel Request

Traveler

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

Trip Information

Destination: San Diego, CA, USA
Departure Date: 5/19/2008
Return Date: 5/21/2008
Travel Auth Num: T08-0435
Travel Purpose: Design meeting for OOI CyberInfrastructure Data Products Generation Requirements Gathering. Although it is being charged under SENSORS, it will be reimbursed under the OOI project.

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: \$190.00	\$190.00
Lodging	Days: 3	Cost/Day: \$159.00	\$477.00
Other Transport	1	Amount: \$100.00	\$100.00
Meals	Days: 2	Cost/Day: \$45.00	\$90.00
Total Budgeted Items:			\$857.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900026.00-SENSORS	5500-000-Travel - Domestic	(none)	\$857.00
Total Budget:			\$857.00

Cash Advance

Requested Amount: \$0.00

3rd Party Reimbursement

Reimburser:
Amount:

Traveler Remarks

Expense Report Information

Grand Totals: Budget: \$857.00 Expenses: \$882.31

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/5/2008	MBARI AMEX	Service fee for airfare	\$7.00	\$0.00	\$7.00
5/5/2008	MBARI AMEX	Air Fair for San Diego OOI Requirements Workshop	\$179.00	\$0.00	\$179.00
Category Total:					\$186.00

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/22/2008	MBARI AMEX	Hotel for first two nights	\$357.76	\$0.00	\$357.76
5/23/2008	MBARI AMEX	Third night's lodging was different from first two	\$223.88	\$0.00	\$223.88
Category Total:					\$581.64

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/22/2008	MBARI AMEX	Taxi ride from hotel to airport	\$50.00	\$0.00	\$50.00
5/23/2008	MBARI AMEX	Taxi from airport to hotel	\$40.00	\$0.00	\$40.00
Category Total:					\$90.00

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/20/2008	Out of Pocket	Dinner	\$11.15	\$0.00	\$11.15
5/21/2008	MBARI AMEX	Dinner on 5/21	\$8.57	\$0.00	\$8.57
5/22/2008	MBARI AMEX	Breakfast on 5/22	\$4.95	\$0.00	\$4.95
Category Total:					\$24.67

Assignments

Project	Account	Reference Number	Total
900026.00-SENSORS	5500-000-Travel - Domestic	(none)	\$882.31
Total:			\$882.31

Reimbursements

Actual Cash Advance: \$0.00

3rd Party Reimbursement: \$0.00

Expense Report Remarks

This is a trip that will be reimbursed by Woods Hole. I will be sending the original receipts to them and they will, in turn, reimburse me for them (which then I will give to MBARI).

Auditor Remarks

Amount Due Traveler

Cash Expenses:	\$11.15
Personal Amount:	-\$0.00
Cash Advance:	-\$0.00

Amount Due Traveler: \$11.15