# 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: 8/4/2008
Return Date: 8/7/2008
Travel Auth Num: T08-0646
Travel Purpose: To participate in the OOI CI Sensing and Aquisition workshop.

## Budget Items

| Category | Quantity | Cost | Total |
|---|---|---|---|
| Airfare | 1 | Amount: $256.00 | $256.00 |
| Other Transport | 1 | Amount: $90.00 | $90.00 |
| Meals | Days: 4 | Cost/Day: $25.00 | $100.00 |
| | | Total Budgeted Items: | $446.00 |

## Assignments (After Reimbursement)

| Project | Account | Reference Number | Total |
|---|---|---|---|
| 900026.00-SENSORS | 5500-000-Travel - Domestic | (none) | $446.00 |
| | | Total Budget: | $446.00 |

## Cash Advance

Requested Amount: $0.00

## 3rd Party Reimbursement

Reimburser:
Amount: $0.00

## Traveler Remarks

This trip will be reimbursed from the Woods Hole office as part of the OOI CI program funds.

# Expense Report Information

## Grand Totals: Budget: $446.00 Expenses: $392.44

## Category: Airfare

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 7/22/2008 | MBARI AMEX | Airfare for San Diego OOI Meeting for Sensing and | $249.00 | $0.00 | $249.00 |
| | | | | Category Total: | $249.00 |

## Category: Lodging

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 8/7/2008 | MBARI AMEX | Room service fees for internet, etc. | $41.85 | $0.00 | $41.85 |
| | | | | Category Total: | $41.85 |

## Category: Other Transport

Comment: The taxi driver only told me AFTER we got to the hotel that his credit card machine was broken. I don't know if that was true or not, but I had to pay in cash and he gave me a handwritten receipt.

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 8/4/2008 | Out of Pocket | Taxi Ride from SAN to hotel | $50.00 | $0.00 | $50.00 |
| 8/7/2008 | MBARI AMEX | Parking at Monterey airport | $32.00 | $0.00 | $32.00 |
| | | | | Category Total: | $82.00 |

## Category: Meals

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 8/6/2008 | MBARI AMEX | Dinner on 4/6 | $38.09 | $18.50 | $19.59 |
| | | | | Category Total: | $19.59 |

## Assignments

| Project | Account | Reference Number | Total |
|---|---|---|---|
| 900026.00-SENSORS | 5500-000-Travel - Domestic | (none) | $392.44 |
| | | Total: | $392.44 |

## 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: | $50.00 |
| Personal Amount: | -$18.50 |
| Cash Advance: | -$0.00 |
| **Amount Due Traveler:** | **$31.50** |