Information from Approved Travel Request

Traveler

Name: O'Reilly, Tom

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

Trip Information

Destination: St. John's, Newfoundland, Canada
Departure Date: 10/17/2008
Return Date: 10/23/2008
Travel Auth Num: T08-0793
Travel Purpose: Attend Ocean Innovation conference

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $1,258.40	$1,258.40
Lodging	Days: 6	Cost/Day: $125.00	$750.00
Rental Car	Days: 6	Cost/Day: $50.00	$300.00
Personal Car	Miles: 50	Cost/Mile: $0.5850	$29.25
Other Transport	1	Amount: $150.00	$150.00
Meals	Days: 7	Cost/Day: $50.00	$350.00
Registration/Conference Fees	1	Amount: $600.00	$600.00
		Total Budgeted Items:	$3,437.65

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900026.00-SENSORS	5030-000-Conference Fees/Registrat	(none)	$600.00
900026.00-SENSORS	5530-000-Travel - Foreign	(none)	$2,837.65
		Total Budget:	$3,437.65

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $3,437.65 Expenses: $2,784.86

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/24/2008	MBARI AMEX	Ticket Fee	$7.00	$0.00	$7.00
9/24/2008	MBARI AMEX	Airfare	$1,251.40	$0.00	$1,251.40
9/24/2008	Out of Pocket	Baggage Ticket	$15.00	$0.00	$15.00
				Category Total:	$1,273.40

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
10/23/2008	MBARI AMEX	HOtel	$664.53	$0.00	$664.53
				Category Total:	$664.53

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
10/17/2008	Out of Pocket	RT To SJC	Miles: 78	Cost/Mile ($):0.5850	$0.00	$45.63
					Category Total:	$45.63

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
10/20/2008	Out of Pocket	Bus	$8.62	$0.00	$8.62
10/23/2008	Out of Pocket	Parking	$75.22	$0.00	$75.22
				Category Total:	$83.84

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
10/17/2008	Out of Pocket	Lunch	$6.00	$0.00	$6.00
10/17/2008	Out of Pocket	Dinner	$8.54	$0.00	$8.54
10/17/2008	Out of Pocket	Snack	$5.49	$0.00	$5.49
10/18/2008	Out of Pocket	Lunch	$13.25	$0.00	$13.25
10/21/2008	Out of Pocket	Dinner	$26.05	$0.00	$26.05
10/22/2008	Out of Pocket	Dinner	$46.89	$12.61	$34.28
10/23/2008	Out of Pocket	Lunch	$8.62	$0.00	$8.62

10/23/2008	Out of Pocket	Dinner	$12.41	$0.00	$12.41
				Category Total:	$114.63

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
10/1/2008	Direct Bill/MC	Copied: Wells Fargo Bank	$602.83	$0.00	$602.83
				Category Total:	$602.83

Assignments

Project	Account	Reference Number	Total
660000.00-Eng Development - Admin	5500-000-Travel - Domestic	(none)	$15.00
900026.00-SENSORS	5030-000-Conference Fees/Registrat	(none)	$602.83
900026.00-SENSORS	5530-000-Travel - Foreign	(none)	$2,167.03
		Total:	$2,784.86

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

We will submit a budget transfer for the registration fee to 660000.5030

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$271.71
Personal Amount:	-$12.61
Cash Advance:	-$0.00
Amount Due Traveler:	**$259.10**