# Information from Approved Travel Request

## Traveler

Name: O'Reilly, Tom

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

## Trip Information

Destination: Bremen, Germany
Departure Date: 5/8/2009
Return Date: 5/16/2009
Travel Auth Num: T09-0239
Travel Purpose: Attend & Present at Ocean's '09

## Budget Items

| Category | Quantity | Cost | Total |
|---|---|---|---|
| Airfare | 1 | Amount: $1,200.00 | $1,200.00 |
| Lodging | Days: 7 | Cost/Day: $200.00 | $1,400.00 |
| Personal Car | Miles: 80 | Cost/Mile: $0.5500 | $44.00 |
| Other Transport | 1 | Amount: $100.00 | $100.00 |
| Meals | Days: 9 | Cost/Day: $70.00 | $630.00 |
| Miscellaneous | 1 | Amount: $100.00 | $100.00 |
| Registration/Conference Fees | 1 | Amount: $1,030.00 | $1,030.00 |
| | | Total Budgeted Items: | $4,504.00 |

## Assignments (After Reimbursement)

| Project | Account | Reference Number | Total |
|---|---|---|---|
| 900026.00-SENSORS | 5030-000-Conference Fees/Registrat | (none) | $1,030.00 |
| 900026.00-SENSORS | 5530-000-Travel - Foreign | (none) | $3,474.00 |
| | | Total Budget: | $4,504.00 |

## Cash Advance

Requested Amount: $0.00

## 3rd Party Reimbursement

Reimburser:
Amount: $0.00

## Traveler Remarks

# Expense Report Information

## Grand Totals: Budget: $4,504.00 Expenses: $1,335.44

### Category: Lodging

Comment: The hotel in Spain was prepaid by sponsor, the credit card Foreign Transaction fee was not reimbursed.

| Tran Date | How Paid | Description | Cost | Personal Amount | Total | Receipt |
|---|---|---|---|---|---|---|
| 5/16/2009 | Out of Pocket | 7 nights hotel | $1,173.62 | $0.00 | $1,173.62 | |
| 5/16/2009 | Out of Pocket | Transaction Fee | $35.20 | $0.00 | $35.20 | |
| 5/16/2009 | Out of Pocket | Hotel in Spain Foreign Transaction Fee | $20.15 | $0.00 | $20.15 | |
| | | | | Category Total: | $1,228.97 | |

### Category: Meals

| Tran Date | How Paid | Description | Cost | Personal Amount | Total | Receipt |
|---|---|---|---|---|---|---|
| 5/8/2009 | Out of Pocket | Snack | $4.50 | $0.00 | $4.50 | |
| 5/8/2009 | Out of Pocket | Lunch | $27.43 | $0.00 | $27.43 | |
| 5/9/2009 | Out of Pocket | Lunch | $15.43 | $0.00 | $15.43 | |
| 5/11/2009 | Out of Pocket | Dinner | $22.80 | $0.00 | $22.80 | |
| | | | | Category Total: | $70.15 | |

### Category: Miscellaneous

| Tran Date | How Paid | Description | Cost | Personal Amount | Total | Receipt |
|---|---|---|---|---|---|---|
| 5/8/2009 | Out of Pocket | CC Foreign Transaction Fees | $8.01 | $0.00 | $8.01 | |
| | | | | Category Total: | $8.01 | |

### Category: Telephone

| Tran Date | How Paid | Description | Cost | Personal Amount | Total | Receipt |
|---|---|---|---|---|---|---|
| 5/16/2009 | Out of Pocket | Internet | $8.16 | $0.00 | $8.16 | |
| | | | | Category Total: | $8.16 | |

### Category: Registration/Conference Fees

Comment: registration fee was reimbursed on a previous expense report

| Tran Date | How Paid | Description | Cost | Personal Amount | Total | Receipt |
|---|---|---|---|---|---|---|
| 5/8/2009 | Out of Pocket | Reg Fee CC Foreign Transaction Fee | $20.15 | $0.00 | $20.15 | |
| | | | | Category Total: | $20.15 | |

## Assignments

| Project | Account | Reference Number | Total |
|---|---|---|---|
| 900026.00-SENSORS | 5030-000-Conference Fees/Registrat | (none) | $20.15 |
| 900026.00-SENSORS | 5530-000-Travel - Foreign | (none) | $1,315.29 |
| | | Total: | $1,335.44 |

## 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: | $1,335.44 |
| Personal Amount: | -$0.00 |
| Cash Advance: | -$0.00 |
| **Amount Due Traveler:** | **$1,335.44** |