

# Information from Approved Travel Request

## Traveler

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

## Trip Information

Destination: Champaign, IL, USA  
Departure Date: 6/15/2009  
Return Date: 6/18/2009  
Travel Auth Num: T09-0312  
Travel Purpose: OOI Cyberinfrastructure meeting to discuss integration of OMF work into the OOI CI.

## Budget Items

| Category              | Quantity | Cost              | Total    |
|-----------------------|----------|-------------------|----------|
| Airfare               | 1        | Amount: \$680.00  | \$680.00 |
| Other Transport       | 1        | Amount: \$40.00   | \$40.00  |
| Meals                 | Days: 5  | Cost/Day: \$50.00 | \$250.00 |
| Total Budgeted Items: |          |                   | \$970.00 |

## Assignments (After Reimbursement)

| Project           | Account                    | Reference Number | Total    |
|-------------------|----------------------------|------------------|----------|
| 900026.00-SENSORS | 5500-000-Travel - Domestic | (none)           | \$970.00 |
| Total Budget:     |                            |                  | \$970.00 |

## Cash Advance

Requested Amount: \$0.00

## 3rd Party Reimbursement

Reimburser:  
Amount: \$0.00

## Traveler Remarks

This trip will be reimbursed from OOI Cyberinfrastructure funds.

# Expense Report Information

**Grand Totals: Budget: \$970.00 Expenses: \$771.26**

## Category: Airfare

| Tran Date       | How Paid   | Description                           | Cost     | Personal Amount | Total    |
|-----------------|------------|---------------------------------------|----------|-----------------|----------|
| 6/2/2009        | MBARI AMEX | Flight to Illinois for OOI CI Meeting | \$689.60 | \$0.00          | \$689.60 |
| Category Total: |            |                                       |          |                 | \$689.60 |

## Category: Meals

| Tran Date       | How Paid      | Description  | Cost    | Personal Amount | Total   |
|-----------------|---------------|--------------|---------|-----------------|---------|
| 6/15/2009       | MBARI AMEX    | Food         | \$15.57 | \$0.00          | \$15.57 |
| 6/16/2009       | Out of Pocket | Lunch        | \$7.00  | \$0.00          | \$7.00  |
| 6/16/2009       | Out of Pocket | Snack        | \$4.07  | \$0.00          | \$4.07  |
| 6/17/2009       | Out of Pocket | Breakfast    | \$1.90  | \$0.00          | \$1.90  |
| 6/17/2009       | Out of Pocket | Dinner       | \$18.38 | \$0.00          | \$18.38 |
| 6/18/2009       | Out of Pocket | Lunch        | \$13.89 | \$0.00          | \$13.89 |
| 6/19/2009       | MBARI AMEX    | Snack        | \$7.75  | \$0.00          | \$7.75  |
| 6/19/2009       | MBARI AMEX    | Coffee/water | \$4.30  | \$0.00          | \$4.30  |
| 6/19/2009       | MBARI AMEX    | lunch        | \$8.80  | \$0.00          | \$8.80  |
| Category Total: |               |              |         |                 | \$81.66 |

## Assignments

| Project                               | Account                       | Reference Number | Total    |
|---------------------------------------|-------------------------------|------------------|----------|
| 708760.00-OOI Cyberinfrastr<br>OOI-CI | 5500-000-Travel -<br>Domestic | (none)           | \$66.09  |
| 900026.00-SENSORS                     | 5500-000-Travel -<br>Domestic | (none)           | \$705.17 |
| Total:                                |                               |                  | \$771.26 |

## 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**

Hotel was paid by Duane Edgington

## **Auditor Remarks**

### **Amount Due Traveler**

|                  |         |
|------------------|---------|
| Cash Expenses:   | \$45.24 |
| Personal Amount: | -\$0.00 |
| Cash Advance:    | -\$0.00 |

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**Amount Due Traveler: \$45.24**