Information from Approved Travel Request

Traveler

Name: Greenfield, Dianne

Address: MBARI
7700 Sandholdt Rd
Moss Landing, CA, 95039-9644
USA

Trip Information

Destination: Boston (WHOI), MA, USA
Departure Date: 10/27/2007
Return Date: 11/2/2007
Travel Auth Num: T07-0488
Travel Purpose: Attend and participate in the Harmful Algal Blooms conference

Budget Items

Category	Quantity	Cost	Total
Lodging	Days: 5	Cost/Day: $110.50	$552.50
Registration/Conference Fees	1	Amount: $150.00	$150.00
		Total Budgeted Items:	$702.50

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900612.00-2G ESP Applications	5030-000-Conference Fees/Registrat	(none)	$150.00
900612.00-2G ESP Applications	5500-000-Travel - Domestic	(none)	$552.50
		Total Budget:	$702.50

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount:

Traveler Remarks

Meals included with lodging fees

Expense Report Information

Grand Totals: Budget: $702.50 Expenses: $10.01

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
11/12/2007	MBARI AMEX	food at airport during WHOI trip. I don't know wh	$10.01	$0.00	$10.01
				Category Total:	$10.01

Assignments

Project	Account	Reference Number	Total
900612.00-2G ESP Applications	5500-000-Travel - Domestic	(none)	$10.01
		Total:	$10.01

Reimbursements

Actual Cash Advance:	$0.00
3rd Party Reimbursement:	$0.00

Expense Report Remarks

Auditor Remarks

1/9/08-Missing receipt fall withins MBARI's travel policy - copy of AMEX charge summary attached. Accept as is. mkb

Amount Due Traveler

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