

Information from Approved Travel Request

Traveler

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

Trip Information

Destination: Costa Mesa, CA, USA
Departure Date: 4/1/2008
Return Date: 4/3/2008
Travel Auth Num: T08-0189
Travel Purpose: Attend HAB Workshop

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: \$227.00	\$227.00
Lodging	Days: 2	Cost/Day: \$118.00	\$236.00
Total Budgeted Items:			\$463.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900612.00-2G ESP Applications	5500-000-Travel - Domestic	(none)	\$463.00
Total Budget:			\$463.00

Cash Advance

Requested Amount: \$0.00

3rd Party Reimbursement

Reimbursing:
Amount:

Traveler Remarks

Expense Report Information

Grand Totals: Budget: \$463.00 Expenses: \$616.63

Category: Airfare

Comment: 4/3 expense for seat upgrade

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/19/2008	MBARI AMEX	Service fees	\$5.00	\$0.00	\$5.00
2/19/2008	MBARI AMEX	United Airlines	\$222.00	\$0.00	\$222.00
4/3/2008	MBARI AMEX	United Airlines	\$14.00	\$0.00	\$14.00
Category Total:					\$241.00

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/3/2008	MBARI AMEX	Holiday Inn	\$254.88	\$0.00	\$254.88
Category Total:					\$254.88

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/4/2008	MBARI AMEX	Republic parking	\$30.00	\$0.00	\$30.00
Category Total:					\$30.00

Category: Meals

Comment: Meals for less than \$25 do not have receipts but fall within the travel guidelines.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/1/2008	Out of Pocket	Lunch	\$5.00	\$0.00	\$5.00
4/1/2008	Out of Pocket	Dinner	\$24.27	\$0.00	\$24.27
4/3/2008	MBARI AMEX	Tomokazu Japanese Cuisine	\$37.61	\$4.50	\$33.11
4/3/2008	MBARI AMEX	Holiday Inn	\$28.37	\$0.00	\$28.37
Category Total:					\$90.75

Assignments

Project	Account	Reference Number	Total

900612.00-2G ESP Applications	5500-000-Travel - Domestic	(none)	\$616.63
Total:			\$616.63

Reimbursements

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

Expense Report Remarks

Auditor Remarks

Amount Due Traveler

Cash Expenses: \$29.27
 Personal Amount: -\$4.50
 Cash Advance: -\$0.00

Amount Due Traveler: \$24.77