Information from Approved Travel Request

Traveler

Name: Marin III, Roman

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

Trip Information

Destination: Hong Kong, Hong Kong
Departure Date: 11/1/2008
Return Date: 11/8/2008
Travel Auth Num: T08-0554
Travel Purpose: Attend the 13th International Conference on Harmful Algae

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $1,200.00	$1,200.00
Lodging	Days: 6	Cost/Day: $180.00	$1,080.00
Registration/Conference Fees	1	Amount: $670.00	$670.00
		Total Budgeted Items:	$2,950.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900612.00-2G ESP Applications	5030-000-Conference Fees/Registrat	(none)	$670.00
900612.00-2G ESP Applications	5530-000-Travel - Foreign	(none)	$2,280.00
		Total Budget:	$2,950.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $2,950.00 Expenses: $4,402.03

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/24/2008	MBARI AMEX	Singapore Airlines	$1,501.71	$0.00	$1,501.71
9/24/2008	MBARI AMEX	Cahty Pacific Airways	$423.80	$0.00	$423.80
11/1/2008	Direct Bill/MC	Copied: American Express	$-423.80	$0.00	($423.80)
11/1/2008	Direct Bill/MC	Copied: American Express	$1,501.71	$0.00	$1,501.71
11/1/2008	Direct Bill/MC	Copied: American Express	$-1,501.71	$0.00	($1,501.71)
11/1/2008	Direct Bill/MC	Copied: American Express	$423.80	$0.00	$423.80
				Category Total:	$1,925.51

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
10/29/2008	MBARI AMEX	Disneyland Hotel	$1,222.08	$0.00	$1,222.08
				Category Total:	$1,222.08

Category: Other Transport

Comment: There are no receipts for 11/2, 11/3 or 11/8

Tran Date	How Paid	Description	Cost	Personal Amount	Total
11/2/2008	Out of Pocket	Transportation	$14.26	$0.00	$14.26
11/3/2008	Out of Pocket	Transportation	$11.40	$0.00	$11.40
11/4/2008	Out of Pocket	Taxi	$28.91	$0.00	$28.91
11/5/2008	Out of Pocket	Taxi	$40.14	$0.00	$40.14
11/8/2008	Out of Pocket	Airport Express	$8.55	$0.00	$8.55
11/8/2008	Out of Pocket	Transportation	$1.75	$0.00	$1.75
				Category Total:	$105.02

Category: Meals

Comment: "Other" category was for bottled water only. Some of these expense do not have receipts.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
11/1/2008	Out of Pocket	Dinner	$12.00	$0.00	$12.00
11/2/2008	Out of Pocket	Other	$2.28	$0.00	$2.28
11/2/2008	Out of Pocket	Breakfast	$2.85	$0.00	$2.85
11/4/2008	Out of Pocket	Other	$4.56	$0.00	$4.56
11/6/2008	Out of Pocket	Other	$2.28	$0.00	$2.28
11/8/2008	Out of Pocket	Other	$5.13	$0.00	$5.13
11/8/2008	Out of Pocket	Lunch	$4.13	$0.00	$4.13
11/8/2008	MBARI AMEX	Disneyland Hotel	$145.90	$0.00	$145.90
11/9/2008	Out of Pocket	Other	$3.22	$0.00	$3.22
11/10/2008	Out of Pocket	Other	$3.22	$0.00	$3.22
11/10/2008	Out of Pocket	Lunch	$6.59	$0.00	$6.59
11/11/2008	Out of Pocket	Other	$3.22	$0.00	$3.22
				Category Total:	$195.40

Category: Miscellaneous

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/28/2008	MBARI AMEX	Visa for China trip	$190.00	$0.00	$190.00
11/1/2008	Direct Bill/MC	Copied: American Express	$190.00	$0.00	$190.00
11/1/2008	Direct Bill/MC	Copied: American Express	$-190.00	$0.00	($190.00)
11/1/2008	Direct Bill/MC	Copied: Wells Fargo Bank	$688.28	$0.00	$688.28
11/1/2008	Direct Bill/MC	Copied: Wells Fargo Bank	$-688.28	$0.00	($688.28)
11/4/2008	MBARI AMEX	Travel Med Insurance	$9.50	$0.00	$9.50

11/8/2008	MBARI AMEX	Disneyland Hotel	$44.99	$0.00	$44.99
				Category Total:	$244.49

Category: Telephone

Tran Date	How Paid	Description	Cost	Personal Amount	Total
11/8/2008	MBARI AMEX	Disneyland Hotel	$21.25	$0.00	$21.25
				Category Total:	$21.25

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
7/1/2008	Direct Bill/MC	Copied: Wells Fargo Bank	$688.28	$0.00	$688.28
11/1/2008	Direct Bill/MC	Copied: Wells Fargo Bank	$-688.28	$0.00	($688.28)
11/1/2008	Direct Bill/MC	Copied: Wells Fargo Bank	$688.28	$0.00	$688.28
				Category Total:	$688.28

Assignments

Project	Account	Reference Number	Total
220000.00-Research	5030-000-Conference Fees/Registrat	(none)	$688.28
220000.00-Research	5530-000-Travel - Foreign	(none)	$3,713.75
900612.00-2G ESP Applications	5030-000-Conference Fees/Registrat	(none)	$0.00
900612.00-2G ESP Applications	5530-000-Travel - Foreign	(none)	$0.00
		Total:	$4,402.03

Reimbursements

Actual Cash Advance: $500.00
3rd Party Reimbursement: $0.00

Business Meal

There are no business meals for this expense report.

Expense Report Remarks

11/20/08 AP imported ETR & to clear system discrepancy. ~ Gail

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$154.52
Personal Amount:	-$0.00
Cash Advance:	-$500.00
Amount Due Traveler:	**($345.48)**