# Information from Approved Travel Request

## Traveler

Name: Scholin, Chris

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: T08-0555
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: $4,622.66

### Category: Airfare

Comment: Extra service charge of $14 is for tickets that were purchased and then changed on the same day. This charge also includes the service fee for Roman Mairn's tickets.

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 9/23/2008 | MBARI AMEX | Expedia Service fee | $14.00 | $0.00 | $14.00 |
| 9/24/2008 | MBARI AMEX | Singapore Airlines | $1,501.71 | $0.00 | $1,501.71 |
| 9/24/2008 | MBARI AMEX | Expedia Service Fees | $14.00 | $0.00 | $14.00 |
| 9/24/2008 | MBARI AMEX | Cathay Pacific Airways | $423.80 | $0.00 | $423.80 |
| | | | | Category Total: | $1,953.51 |

### Category: Lodging

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 10/14/2008 | MBARI AMEX | Hong Kong Disneyland | $969.21 | $0.00 | $969.21 |
| 11/8/2008 | MBARI AMEX | Disneyland Hotel | $248.55 | $0.00 | $248.55 |
| | | | | Category Total: | $1,217.76 |

### Category: Rental Car

Comment: 12/03/08 AP imported direct bill. ~ Gail

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 12/1/2008 | Direct Bill/MC | Copied: AVIS | $51.21 | $0.00 | $51.21 |
| 12/1/2008 | Direct Bill/MC | Copied: AVIS | $83.80 | $0.00 | $83.80 |
| | | | | Category Total: | $135.01 |

### Category: Other Transport

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 10/31/2008 | MBARI AMEX | Gas for rental car | $13.16 | $0.00 | $13.16 |
| 11/2/2008 | Out of Pocket | Taxi fare | $21.06 | $0.00 | $21.06 |
| 11/4/2008 | Out of Pocket | Taxi | $7.02 | $0.00 | $7.02 |
| 11/5/2008 | Out of Pocket | train | $3.30 | $0.00 | $3.30 |
| 11/8/2008 | Out of Pocket | Train | $5.09 | $0.00 | $5.09 |
| 11/11/2008 | MBARI AMEX | Gas for rental car | $7.01 | $0.00 | $7.01 |
| | | | | Category Total: | $56.64 |

## Category: Meals

Comment: The following meals included Roman Marin and Chris Scholin: 11/2 Bfst; 11/2 Lun; 11/2 Dinner; 11/8 Bfst; 11/11 Dinner;There are two dinners listed for 11/11. One was eaten in Hong Kong before flight. Second dinner was eaten when flight landed in the US. There is no receipt for HK dinner but amount falls within MBARI's policy. No alcohol was consumed.

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 10/14/2008 | MBARI AMEX | Hong Kong Disneyland | $236.32 | $0.00 | $236.32 |
| 11/1/2008 | Out of Pocket | Other | $5.00 | $0.00 | $5.00 |
| 11/4/2008 | Out of Pocket | Dinner | $20.83 | $0.00 | $20.83 |
| 11/5/2008 | Out of Pocket | Other | $4.56 | $0.00 | $4.56 |
| 11/8/2008 | Out of Pocket | Dinner | $5.99 | $0.00 | $5.99 |
| 11/8/2008 | Out of Pocket | Other | $20.54 | $0.00 | $20.54 |
| 11/9/2008 | Out of Pocket | Breakfast | $5.71 | $0.00 | $5.71 |
| 11/10/2008 | Out of Pocket | Breakfast | $6.79 | $0.00 | $6.79 |
| 11/11/2008 | Out of Pocket | Dinner | $17.83 | $0.00 | $17.83 |
| 11/11/2008 | Out of Pocket | Other | $15.96 | $0.00 | $15.96 |
| 11/11/2008 | Out of Pocket | Breakfast | $18.68 | $0.00 | $18.68 |
| 11/11/2008 | Out of Pocket | Dinner | $23.25 | $0.00 | $23.25 |
| | | | | Category Total: | $381.46 |

## Category: Miscellaneous

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 9/28/2008 | MBARI AMEX | Visarite Services | $190.00 | $0.00 | $190.00 |
| | | | | Category Total: | $190.00 |

## 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 |
| | | | | Category Total: | $688.28 |

## Assignments

| Project | Account | Reference Number | Total |
|---|---|---|---|
| 900612.00-2G ESP Applications | 5030-000-Conference Fees/Registrat | (none) | $688.28 |
| 900612.00-2G ESP Applications | 5530-000-Travel - Foreign | (none) | $3,934.38 |
| | | Total: | $4,622.66 |

## 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: | $181.61 |
| Personal Amount: | -$15.44 |
| Cash Advance: | -$0.00 |
| **Amount Due Traveler:** | **$166.17** |