

Information from Approved Travel Request

Traveler

Name: Birch, James
Address: 7700 Sandholdt Road
Moss Landing, CA, 95039
USA

Trip Information

Destination: Nice, France
Departure Date: 1/23/2009
Return Date: 2/1/2009
Travel Auth Num: T08-0949
Travel Purpose: Attend ASLO Conference

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: \$950.00	\$950.00
Lodging	Days: 7	Cost/Day: \$200.00	\$1,400.00
Personal Car	Miles: 100	Cost/Mile: \$0.5850	\$58.50
Other Transport	1	Amount: \$150.00	\$150.00
Meals	Days: 9	Cost/Day: \$75.00	\$675.00
Miscellaneous	1	Amount: \$100.00	\$100.00
Registration/Conference Fees	1	Amount: \$500.00	\$500.00
Total Budgeted Items:			\$3,833.50

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900612.00-2G ESP Applications	5030-000-Conference Fees/Registrat	(none)	\$500.00
900612.00-2G ESP Applications	5530-000-Travel - Foreign	(none)	\$3,333.50
Total Budget:			\$3,833.50

Cash Advance

Requested Amount: \$0.00

3rd Party Reimbursement

Reimbursing:

Amount: \$0.00

Traveler Remarks

Pre-paid against 2009 project funds

Expense Report Information

Grand Totals: Budget: \$3,833.50 Expenses: \$38.87

Category: Miscellaneous

Comment: Bank charge for using ATM to withdraw Euro's.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
1/23/2009	Out of Pocket	ATM Charge (2)	\$10.00	\$0.00	\$10.00
Category Total:					\$10.00

Category: Telephone

Tran Date	How Paid	Description	Cost	Personal Amount	Total
1/30/2009	MBARI AMEX	24 hrs of internet access from NH Nice hotel.	\$28.87	\$0.00	\$28.87
Category Total:					\$28.87

Assignments

Project	Account	Reference Number	Total
900612.00-2G ESP Applications	5530-000-Travel - Foreign	(none)	\$38.87
Total:			\$38.87

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:	\$10.00
Personal Amount:	-\$0.00
Cash Advance:	-\$0.00

Amount Due Traveler: \$10.00