Information from Approved Travel Request

Traveler

Name: Clague, David A.

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

Trip Information

Destination: Newport, OR, USA
Departure Date: 7/14/2008
Return Date: 7/15/2008
Travel Auth Num: T08-0621
Travel Purpose: Consult with NOAA collaborators on the MASE project.

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $350.00	$350.00
Lodging	Days: 1	Cost/Day: $100.00	$100.00
Other Transport	1	Amount: $50.00	$50.00
Meals	Days: 2	Cost/Day: $50.00	$100.00
Telephone	Days: 2	Cost/Day: $10.00	$20.00
		Total Budgeted Items:	$620.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900701.00-Axial Seamnt Observ Fsblt	5500-000-Travel - Domestic	(none)	$620.00
		Total Budget:	$620.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount:

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $620.00 Expenses: $630.47

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
7/11/2008	MBARI AMEX	Ticket Fee	$7.00	$0.00	$7.00
7/11/2008	MBARI AMEX	Airfare	$345.00	$0.00	$345.00
				Category Total:	$352.00

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
7/14/2008	Out of Pocket	From home to San Jose Airport	Miles: 12	Cost/Mile ($):0.5050	$0.00	$6.06
7/15/2008	Out of Pocket	From San Jose Airport to home	Miles: 12	Cost/Mile ($):0.5050	$0.00	$6.06
					Category Total:	$12.12

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
7/15/2008	Out of Pocket	Parking at San Jose Airport	$20.00	$0.00	$20.00
				Category Total:	$20.00

Category: Meals

Comment: Lunch at the Newport Seafood Grill on 7/14/08 was for Dave Clague, Mark Chaffey and Tom O'Reilly (all MBARI employees). Dinner at the Saffron Salmon on 7/15/08 included Dave Clague, Mark Chaffey, Tom O'Reilly abd Bob Embley from NOAA. The last entry is for a tip that wasn't included in the american express charge for the Rose City Cafe.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
7/14/2008	MBARI AMEX	Saffron Salmon	$180.50	$35.00	$145.50
7/14/2008	MBARI AMEX	Newport Seafood Grill	$58.85	$0.00	$58.85
7/15/2008	MBARI AMEX	Rose City Cafe	$36.45	$0.00	$36.45
7/15/2008	Out of Pocket	Other	$5.55	$0.00	$5.55
				Category Total:	$246.35

Assignments

Project	Account	Reference Number	Total
900701.00-Axial Seamnt Observ Fsblt	5500-000-Travel - Domestic	(none)	$630.47
		Total:	$630.47

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

The lodging was prepaid and charged under Mark Chaffey's name. So Dave doesn't have receipt for lodging.

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$37.67
Personal Amount:	-$35.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$2.67**