

Information from Approved Travel Request

Traveler

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

Trip Information

Destination: Osaka, Japan
Departure Date: 4/5/2008
Return Date: 4/12/2008
Travel Auth Num: T08-0217
Travel Purpose: Attend Oceans

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: \$1,500.00	\$1,500.00
Lodging	Days: 5	Cost/Day: \$200.00	\$1,000.00
Personal Car	Miles: 20	Cost/Mile: \$0.5050	\$10.10
Other Transport	1	Amount: \$250.00	\$250.00
Meals	Days: 6	Cost/Day: \$80.00	\$480.00
Miscellaneous	1	Amount: \$150.00	\$150.00
Telephone	Days: 5	Cost/Day: \$15.00	\$75.00
Registration/Conference Fees	1	Amount: \$700.00	\$700.00
Total Budgeted Items:			\$4,165.10

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900719.00-F.O.C.E.	5030-000-Conference Fees/Registrat	(none)	\$700.00
900719.00-F.O.C.E.	5530-000-Travel - Foreign	(none)	\$3,465.10
Total Budget:			\$4,165.10

Cash Advance

Requested Amount: \$0.00

3rd Party Reimbursement

Reimburser:

Amount:

Traveler Remarks

Expense Report Information

Grand Totals: Budget: \$4,165.10 Expenses: \$4,300.88

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/22/2008	MBARI AMEX	Airfare	\$1,473.91	\$0.00	\$1,473.91
Category Total:					\$1,473.91

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/26/2008	MBARI AMEX	Hotel and Convention Registration	\$860.92	\$0.00	\$860.92
Category Total:					\$860.92

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
4/5/2008	Out of Pocket	RT Mileage to airport	Miles: 40	Cost/Mile (\$):0.5050	\$0.00	\$20.20
Category Total:						\$20.20

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/6/2008	MBARI AMEX	Taxi Service	\$18.40	\$0.00	\$18.40
4/6/2008	Out of Pocket	Monorail (3 trips)	\$6.13	\$0.00	\$6.13
4/7/2008	Out of Pocket	Monorail (4 trips)	\$8.18	\$0.00	\$8.18
4/8/2008	Out of Pocket	Monorail (6 trips)	\$8.18	\$0.00	\$8.18
4/9/2008	Out of Pocket	Monorail (4 trips)	\$8.18	\$0.00	\$8.18
4/10/2008	Out of Pocket	Trolly	\$10.22	\$0.00	\$10.22
4/10/2008	Out of Pocket	Monorail (4 trips)	\$8.18	\$0.00	\$8.18
4/10/2008	Out of Pocket	Bus	\$2.56	\$0.00	\$2.56
4/10/2008	Out of Pocket	Bus	\$2.56	\$0.00	\$2.56
4/11/2008	Out of Pocket	Monorail (4 trips)	\$8.18	\$0.00	\$8.18
4/12/2008	Out of Pocket	Ferry	\$10.22	\$0.00	\$10.22
4/12/2008	Out of Pocket	Monorail	\$2.04	\$0.00	\$2.04
Category Total:					\$93.02

Category: Meals

Comment: 4/7 - Dinner w/ P. Brewer, K. Hester, P. Walz, B. Kirkwood, C. Waldman - Bremen Institute -Discussed MBARI PUCK Collaboration. 4/11 - Dinner w/P. Brewer, K. Hester, P. Walz, B. Kirkwood, C. Waldman - Bremen Institute; M. Keissel, Max Plank Institute; Kumiko, Univ. of Tokyo - Discussed C02 Acidification. 4/11 - Lunch w/P. Brewer, K. Hester, P. Walz, B. Kirkwood 4/12 - Lunch w/P. Brewer

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/26/2008	MBARI AMEX	Hotel and Convention Registration	\$114.41	\$0.00	\$114.41
4/5/2008	Out of Pocket	Snack	\$7.50	\$0.00	\$7.50
4/5/2008	Out of Pocket	Snack	\$3.50	\$0.00	\$3.50
4/6/2008	Out of Pocket	Lunch	\$11.81	\$0.00	\$11.81
4/7/2008	MBARI AMEX	Dinner w/ P. Brewer, P. Walz, K. Hester, B. Kirkwo	\$386.91	\$20.00	\$366.91
4/7/2008	Out of Pocket	Snack	\$5.11	\$0.00	\$5.11
4/7/2008	Out of Pocket	Lunch	\$13.80	\$0.00	\$13.80
4/7/2008	Out of Pocket	Snack	\$3.07	\$0.00	\$3.07
4/8/2008	Out of Pocket	Lunch	\$14.05	\$0.00	\$14.05
4/8/2008	Out of Pocket	Breakfast	\$6.44	\$0.00	\$6.44
4/8/2008	Out of Pocket	Dinner	\$15.94	\$0.00	\$15.94
4/9/2008	Out of Pocket	Snack	\$4.60	\$0.00	\$4.60
4/9/2008	Out of Pocket	Breakfast	\$6.13	\$0.00	\$6.13
4/10/2008	Out of Pocket	Lunch	\$103.47	\$0.00	\$103.47
4/10/2008	Out of Pocket	Breakfast	\$4.60	\$0.00	\$4.60
4/10/2008	Out of Pocket	Snack	\$3.07	\$0.00	\$3.07
4/11/2008	MBARI AMEX	Dinner w/ P. Brewer, P. Walz, K. Hester, C. Waldma	\$498.26	\$42.00	\$456.26
4/11/2008	Out of Pocket	Snack	\$3.07	\$0.00	\$3.07
4/12/2008	MBARI AMEX	Meal	\$18.29	\$0.00	\$18.29
4/12/2008	Out of Pocket	Snack	\$4.55	\$0.00	\$4.55
4/12/2008	Out of Pocket	Snack	\$3.99	\$0.00	\$3.99
4/12/2008	Out of Pocket	Lunch	\$26.07	\$0.00	\$26.07
4/12/2008	Out of Pocket	Snack	\$4.60	\$0.00	\$4.60
4/12/2008	Out of Pocket	Groceries	\$16.10	\$0.00	\$16.10
4/12/2008	Out of Pocket	Dinner	\$12.80	\$0.00	\$12.80
Category Total:					\$1,230.12

Category: Miscellaneous

Tran Date	How Paid	Description	Cost	Personal Amount	Total

4/5/2008	Out of Pocket	ATM fee for Yen	\$3.00	\$0.00	\$3.00
Category Total:					\$3.00

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/26/2008	MBARI AMEX	Hotel and Convention Registration	\$619.71	\$0.00	\$619.71
Category Total:					\$619.71

Assignments

Project	Account	Reference Number	Total
900719.00-F.O.C.E.	5530-000-Travel - Foreign	(none)	\$4,300.88
Total:			\$4,300.88

Reimbursements

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

Expense Report Remarks

Auditor Remarks

Amount Due Traveler

Cash Expenses: \$372.07
Personal Amount: -\$62.00
Cash Advance: -\$0.00

Amount Due Traveler: \$310.07