Information from Approved Travel Request

Traveler

Name: Kirkwood, William

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

Trip Information

Destination: Reno, NV, USA
Departure Date: 9/29/2008
Return Date: 10/2/2008
Travel Auth Num: T08-0586
Travel Purpose: Attend FACSS Conference

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $300.00	$300.00
Lodging	Days: 3	Cost/Day: $125.00	$375.00
Rental Car	Days: 3	Cost/Day: $50.00	$150.00
Other Transport	1	Amount: $50.00	$50.00
Meals	Days: 4	Cost/Day: $50.00	$200.00
Miscellaneous	1	Amount: $50.00	$50.00
Registration/Conference Fees	1	Amount: $555.00	$555.00
		Total Budgeted Items:	$1,680.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900719.00-F.O.C.E.	5030-000-Conference Fees/Registrat	(none)	$555.00
900719.00-F.O.C.E.	5500-000-Travel - Domestic	(none)	$1,125.00
		Total Budget:	$1,680.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $1,680.00 Expenses: $1,543.74

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/8/2008	MBARI AMEX	Airfare	$353.40	$0.00	$353.40
				Category Total:	$353.40

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/29/2008	MBARI AMEX	Hotel	$244.16	$0.00	$244.16
				Category Total:	$244.16

Category: Rental Car

Comment: 10/30/08 AP imported direct bill to clear system discrepany. ~ Gail

Tran Date	How Paid	Description	Cost	Personal Amount	Total
10/1/2008	Direct Bill/MC	Copied: AVIS	$172.28	$0.00	$172.28
				Category Total:	$172.28

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
9/29/2008	Out of Pocket	Mileage to airport	Miles: 20	Cost/Mile ($):0.5850	$0.00	$11.70
					Category Total:	$11.70

Category: Other Transport

Comment: Lost Taxi Receipt

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/29/2008	Out of Pocket	Taxi	$30.00	$0.00	$30.00
				Category Total:	$30.00

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/29/2008	MBARI AMEX	Meal	$16.89	$0.00	$16.89
9/29/2008	MBARI AMEX	Hotel	$59.43	$0.00	$59.43
9/29/2008	MBARI AMEX	Hotel	$23.41	$0.00	$23.41
9/29/2008	Out of Pocket	Lunch	$5.72	$0.00	$5.72
10/1/2008	MBARI AMEX	Meal	$29.66	$0.00	$29.66
10/1/2008	MBARI AMEX	Meal	$15.56	$0.00	$15.56
10/1/2008	Out of Pocket	Lunch	$8.04	$0.00	$8.04

10/1/2008	Out of Pocket	Other	$3.00	$0.00	$3.00
				Category Total:	$161.71

Category: Miscellaneous

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/29/2008	Out of Pocket	ATM Fee	$2.50	$0.00	$2.50
				Category Total:	$2.50

Category: Telephone

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/29/2008	MBARI AMEX	Hotel	$12.99	$0.00	$12.99
				Category Total:	$12.99

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
6/18/2008	MBARI AMEX	Conference Registration	$555.00	$0.00	$555.00
				Category Total:	$555.00

Assignments

Project	Account	Reference Number	Total
900719.00-F.O.C.E.	5030-000-Conference Fees/Registrat	(none)	$555.00
900719.00-F.O.C.E.	5500-000-Travel - Domestic	(none)	$988.74
		Total:	$1,543.74

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:	$60.96
Personal Amount:	-$16.00
Cash Advance:	-$0.00

Amount Due Traveler: $44.96