# Information from Approved Travel Request

## Traveler

| | |
|---|---|
| Name: | Kirkwood, William |
| Address: | MBARI<br>7700 Sandholdt Rd.<br>Moss Landing, CA, 95039<br>USA |

## Trip Information

| | |
|---|---|
| Destination: | Washington, DC, USA |
| Departure Date: | 12/1/2008 |
| Return Date: | 12/4/2008 |
| Travel Auth Num: | T08-0906 |
| Travel Purpose: | Attend Environmental Technology Technical Symposium |

## Budget Items

| Category | Quantity | Cost | Total |
|---|---|---|---|
| Airfare | 1 | Amount: $830.00 | $830.00 |
| Lodging | Days: 3 | Cost/Day: $250.00 | $750.00 |
| Rental Car | Days: 4 | Cost/Day: $50.00 | $200.00 |
| Personal Car | Miles: 20 | Cost/Mile: $0.5850 | $11.70 |
| Other Transport | 1 | Amount: $100.00 | $100.00 |
| Meals | Days: 4 | Cost/Day: $50.00 | $200.00 |
| Telephone | Days: 4 | Cost/Day: $12.00 | $48.00 |
| Registration/Conference Fees | 1 | Amount: $290.00 | $290.00 |
| | | Total Budgeted Items: | $2,429.70 |

## Assignments (After Reimbursement)

| Project | Account | Reference Number | Total |
|---|---|---|---|
| 900719.00-F.O.C.E. | 5030-000-Conference Fees/Registrat | (none) | $290.00 |
| 900719.00-F.O.C.E. | 5500-000-Travel - Domestic | (none) | $2,139.70 |
| | | Total Budget: | $2,429.70 |

## Cash Advance

Requested Amount: $0.00

## 3rd Party Reimbursement

Reimburser:

Amount: $0.00

### Traveler Remarks

# Expense Report Information

## Grand Totals: Budget: $2,429.70 Expenses: $2,366.11

### Category: Airfare

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 11/18/2008 | MBARI AMEX | Ticket Fee | $7.00 | $0.00 | $7.00 |
| 11/18/2008 | MBARI AMEX | airfare | $824.00 | $0.00 | $824.00 |
| | | | | Category Total: | $831.00 |

### Category: Lodging

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 12/5/2008 | MBARI AMEX | Room, Internet & Meals | $742.41 | $0.00 | $742.41 |
| | | | | Category Total: | $742.41 |

### Category: Other Transport

Comment: 12/1 Taxi to MRY receipt lost

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 12/1/2008 | MBARI AMEX | Airbus to SFO | $49.00 | $0.00 | $49.00 |
| 12/1/2008 | MBARI AMEX | Washington Flyer Cab | $18.00 | $0.00 | $18.00 |
| 12/1/2008 | Out of Pocket | Taxi to Airbus | $20.00 | $0.00 | $20.00 |
| 12/1/2008 | Out of Pocket | Taxi to Airport | $25.00 | $0.00 | $25.00 |
| 12/1/2008 | Out of Pocket | Metro | $4.00 | $0.00 | $4.00 |
| 12/4/2008 | Out of Pocket | Taxi Home | $25.00 | $0.00 | $25.00 |
| 12/4/2008 | Out of Pocket | Washington Flyer | $10.00 | $0.00 | $10.00 |
| 12/4/2008 | Out of Pocket | Metro | $4.00 | $0.00 | $4.00 |
| | | | | Category Total: | $155.00 |

### Category: Meals

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 12/1/2008 | Out of Pocket | Snack | $6.00 | $0.00 | $6.00 |
| 12/1/2008 | Out of Pocket | Snack | $3.50 | $0.00 | $3.50 |
| 12/2/2008 | Out of Pocket | Snack | $3.50 | $0.00 | $3.50 |
| 12/2/2008 | Out of Pocket | Breakfast | $12.50 | $0.00 | $12.50 |
| 12/2/2008 | Out of Pocket | Dinner | $10.95 | $0.00 | $10.95 |

| | | | | | |
|---|---|---|---|---|---|
| 12/2/2008 | Out of Pocket | Groceries | $16.98 | $0.00 | $16.98 |
| 12/3/2008 | Out of Pocket | Snack | $4.50 | $0.00 | $4.50 |
| 12/3/2008 | Out of Pocket | Lunch | $10.00 | $0.00 | $10.00 |
| 12/3/2008 | Out of Pocket | Snack | $4.50 | $0.00 | $4.50 |
| 12/4/2008 | MBARI AMEX | Lunch | $15.55 | $0.00 | $15.55 |
| 12/4/2008 | MBARI AMEX | Dinner | $25.82 | $0.00 | $25.82 |
| 12/4/2008 | Out of Pocket | Breakfast | $8.50 | $0.00 | $8.50 |
| 12/4/2008 | Out of Pocket | Snack | $6.00 | $0.00 | $6.00 |
| 12/5/2008 | MBARI AMEX | Room, Internet & Meals | $108.82 | $0.00 | $108.82 |
| | | | | Category Total: | $237.12 |

## Category: Telephone

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 12/5/2008 | MBARI AMEX | Room, Internet & Meals | $21.04 | $0.00 | $21.04 |
| | | | | Category Total: | $21.04 |

## Category: Registration/Conference Fees

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 11/17/2008 | MBARI AMEX | Registration for Kirkwood & Brewer | $580.00 | $0.00 | $580.00 |
| 11/24/2008 | MBARI AMEX | Registration Fee Refund - Brewer | $-290.00 | $0.00 | ($290.00) |
| 12/2/2008 | MBARI AMEX | Symposium Registration | $25.00 | $0.00 | $25.00 |
| | | | | Category Total: | $315.00 |

## Category: Representation/Promotion

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 12/3/2008 | MBARI AMEX | Dinner w/ Shamar Nazgmpor, Univ. of Miami; Pierre | $64.54 | $0.00 | $64.54 |
| | | | | Category Total: | $64.54 |

## Assignments

| Project | Account | Reference Number | Total |
|---|---|---|---|
| 900719.00-F.O.C.E. | 5030-000-Conference Fees/Registrat | (none) | $315.00 |
| 900719.00-F.O.C.E. | 5250-000-Representation/Promotion | (none) | $64.54 |
| 900719.00-F.O.C.E. | 5500-000-Travel - Domestic | (none) | $1,986.57 |
| | | Total: | $2,366.11 |

## Reimbursements

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

## Business Meal

| *Receipt#:* | *Amount:* | *Topic:* | *Attendee:* |
|---|---|---|---|
| 62247 | $64.54 | SERDP Proposal Call | Shamar Nazgmpor, Univ. of Miami; Pierre Phillip Beauteadun, Univ. Atlantic, Florida |

## Expense Report Remarks

## Auditor Remarks

## Amount Due Traveler

| | |
|---|---|
| Cash Expenses: | $174.93 |
| Personal Amount: | -$0.00 |
| Cash Advance: | -$0.00 |
| **Amount Due Traveler:** | **$174.93** |