Information from Approved Travel Request

Traveler

Name: Kirkwood, William

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

Trip Information

Destination: Papeete & Brisbane, Tahiti & Queensland, French Polynesia & Australia
Departure Date: 2/21/2009
Return Date: 3/7/2009
Travel Auth Num: T08-0920
Travel Purpose: Atttend 11th. Pacific - Science Inter-Congress Symposium PSI 2009

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $5,650.00	$5,650.00
Lodging	Days: 7	Cost/Day: $160.00	$1,120.00
Other Transport	1	Amount: $100.00	$100.00
Meals	Days: 8	Cost/Day: $75.00	$600.00
Miscellaneous	1	Amount: $200.00	$200.00
Telephone	Days: 7	Cost/Day: $15.00	$105.00
Registration/Conference Fees	1	Amount: $350.00	$350.00
		Total Budgeted Items:	$8,125.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900719.00-F.O.C.E.	5030-000-Conference Fees/Registrat	(none)	$350.00
900719.00-F.O.C.E.	5530-000-Travel - Foreign	(none)	$7,775.00
		Total Budget:	$8,125.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $8,125.00 Expenses: $8,909.44

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
1/29/2009	MBARI AMEX	Ticket Fee	$7.00	$0.00	$7.00
1/29/2009	MBARI AMEX	Airfare	$5,638.40	$0.00	$5,638.40
2/7/2009	MBARI AMEX	Airfare	$278.94	$0.00	$278.94
2/27/2009	MBARI AMEX	Airfare	$192.93	$0.00	$192.93
3/7/2009	Out of Pocket	Airfare to Moorea Lab	$48.83	$0.00	$48.83
				Category Total:	$6,166.10

Category: Lodging

Comment: 2/24 - Room & Board at Station - No receipts issued.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/1/2008	MBARI AMEX	Hotel Payment	$1,270.13	$0.00	$1,270.13
2/24/2009	MBARI AMEX	Lodging	$128.96	$0.00	$128.96
2/24/2009	Out of Pocket	Room/Board @ Heron Island Station	$29.05	$0.00	$29.05
2/28/2009	MBARI AMEX	Lodging	$117.35	$0.00	$117.35
				Category Total:	$1,545.49

Category: Rental Car

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/23/2009	MBARI AMEX	Rental Car	$29.83	$0.00	$29.83
2/23/2009	MBARI AMEX	Food	$5.94	$0.00	$5.94
				Category Total:	$35.77

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
2/21/2009	Out of Pocket	RT Mileage	Miles: 20	Cost/Mile ($):0.5500	$0.00	$11.00

3/8/2009	Out of Pocket	RT Mileage	Miles: 20	Cost/Mile ($):0.5500	$0.00	$11.00
					Category Total:	$22.00

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/23/2009	Out of Pocket	Bridge Toll	$1.87	$0.00	$1.87
2/23/2009	Out of Pocket	Taxi	$15.43	$0.00	$15.43
2/23/2009	Out of Pocket	Bridge toll	$1.87	$0.00	$1.87
3/1/2009	Out of Pocket	Taxi	$17.90	$0.00	$17.90
3/4/2009	Out of Pocket	Taxi	$27.13	$0.00	$27.13
3/7/2009	Out of Pocket	Taxi	$19.53	$0.00	$19.53
3/7/2009	Out of Pocket	Taxi	$19.53	$0.00	$19.53
3/8/2009	Out of Pocket	Airport Parking	$1.00	$0.00	$1.00
				Category Total:	$104.26

Category: Meals

Comment: 2/28 - dinner w/Peter Brewer 3/7 - Snack w/ P.Brewer, E. Peltzer, K. Goyet - CO_2 Discussion

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/21/2009	MBARI AMEX	Meal	$18.13	$0.00	$18.13
2/21/2009	Out of Pocket	Breakfast	$7.50	$0.00	$7.50
2/21/2009	Out of Pocket	Snack	$5.84	$0.00	$5.84
2/21/2009	Out of Pocket	Snack	$2.44	$0.00	$2.44
2/23/2009	MBARI AMEX	Meal	$21.41	$0.00	$21.41
2/23/2009	MBARI AMEX	meal	$2.01	$0.00	$2.01
2/23/2009	MBARI AMEX	Food	$2.77	$0.00	$2.77
2/23/2009	Out of Pocket	Breakfast	$9.68	$0.00	$9.68
2/23/2009	Out of Pocket	Snack	$3.94	$0.00	$3.94
2/24/2009	Out of Pocket	Dinner	$5.16	$0.00	$5.16
2/24/2009	Out of Pocket	Breakfast	$4.84	$0.00	$4.84
2/24/2009	Out of Pocket	Snack	$3.23	$0.00	$3.23
2/27/2009	Out of Pocket	Lunch	$8.07	$0.00	$8.07
2/27/2009	Out of Pocket	Dinner	$11.94	$0.00	$11.94
2/27/2009	Out of Pocket	Breakfast	$7.58	$0.00	$7.58
2/27/2009	Out of Pocket	Snack	$1.94	$0.00	$1.94
2/28/2009	MBARI AMEX	Meal	$64.31	$0.00	$64.31
2/28/2009	Out of Pocket	Snack	$6.13	$0.00	$6.13
2/28/2009	Out of Pocket	Snack	$3.32	$0.00	$3.32
2/28/2009	Out of Pocket	Lunch	$32.55	$0.00	$32.55

3/1/2009	Out of Pocket	Snack	$18.45	$0.00	$18.45
3/1/2009	Out of Pocket	Dinner	$19.53	$0.00	$19.53
3/1/2009	Out of Pocket	Snack	$6.73	$0.00	$6.73
3/2/2009	Out of Pocket	Snack	$10.52	$0.00	$10.52
3/3/2009	MBARI AMEX	Meal	$129.27	$0.00	$129.27
3/3/2009	Out of Pocket	Snack	$9.55	$0.00	$9.55
3/4/2009	Out of Pocket	Snack	$19.53	$0.00	$19.53
3/5/2009	Out of Pocket	Snack	$4.18	$0.00	$4.18
3/6/2009	Out of Pocket	Snack	$7.81	$0.00	$7.81
3/7/2009	MBARI AMEX	Lodging	$194.37	$0.00	$194.37
3/7/2009	Out of Pocket	Snack	$13.89	$0.00	$13.89
3/7/2009	Out of Pocket	Snack	$3.80	$0.00	$3.80
3/8/2009	Out of Pocket	Lunch	$8.42	$0.00	$8.42
				Category Total:	$668.84

Category: Miscellaneous

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/21/2009	Out of Pocket	ATM Fees	$2.50	$0.00	$2.50
2/28/2009	Out of Pocket	ATM Fees	$4.84	$0.00	$4.84
3/4/2009	Out of Pocket	Batteries	$8.35	$0.00	$8.35
3/4/2009	Out of Pocket	Group Tour	$3.26	$0.00	$3.26
				Category Total:	$18.95

Category: Telephone

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/23/2009	Out of Pocket	Internet Connection	$9.04	$0.00	$9.04
3/7/2009	MBARI AMEX	Lodging	$16.44	$0.00	$16.44
				Category Total:	$25.48

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
11/19/2008	MBARI AMEX	Registration Fee	$322.56	$0.00	$322.56
				Category Total:	$322.56

Assignments

Project	Account	Reference Number	Total
900719.00-F.O.C.E.	5030-000-Conference Fees/Registrat	(none)	$322.56
900719.00-F.O.C.E.	5530-000-Travel - Foreign	(none)	$8,586.88

	Total:	$8,909.44

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:	$468.69
Personal Amount:	-$0.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$468.69**