Information from Approved Travel Request

Traveler

Name: Kirkwood, William

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

Trip Information

Destination: Portland, OR, USA
Departure Date: 2/21/2010
Return Date: 2/26/2010
Travel Auth Num: T10-0017
Travel Purpose: Attend Ocean Sciences Meeting (ASLO)

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $300.00	$300.00
Lodging	Days: 5	Cost/Day: $150.00	$750.00
Rental Car	Days: 5	Cost/Day: $50.00	$250.00
Personal Car	Miles: 20	Cost/Mile: $0.5500	$11.00
Other Transport	1	Amount: $100.00	$100.00
Meals	Days: 6	Cost/Day: $50.00	$300.00
Telephone	Days: 5	Cost/Day: $15.00	$75.00
Registration/Conference Fees	1	Amount: $390.00	$390.00
		Total Budgeted Items:	$2,176.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900719.00-F.O.C.E.	5030-000-Conference Fees/Registrat	(none)	$390.00
900719.00-F.O.C.E.	5500-000-Travel - Domestic	(none)	$1,786.00
		Total Budget:	$2,176.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:

Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $2,176.00 Expenses: $2,196.49

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
1/28/2010	Credit Card	Airfare	$569.80	$0.00	$569.80	
				Category Total:	$569.80	

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
2/27/2010	Credit Card	Hotel	$725.65	$0.00	$725.65	
				Category Total:	$725.65	

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total	Receipt
2/21/2010	Out of Pocket	RT Mileage to Airport	Miles: 20	Cost/Mile ($):0.5000	$0.00	$10.00	
					Category Total:	$10.00	

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
2/21/2010	Credit Card	Bus	$2.30	$0.00	$2.30	
2/26/2010	Credit Card	Bus	$2.30	$0.00	$2.30	
				Category Total:	$4.60	

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
2/21/2010	Credit Card	Lunch w/ T. Maughan	$37.45	$0.00	$37.45	
2/21/2010	Out of Pocket	Lunch	$13.00	$0.00	$13.00	
2/21/2010	Out of Pocket	Snack	$4.00	$0.00	$4.00	
2/21/2010	Out of Pocket	Breakfast	$14.00	$0.00	$14.00	

2/22/2010	Out of Pocket	Other	$4.99	$0.00	$4.99	
2/22/2010	Out of Pocket	Lunch	$9.50	$0.00	$9.50	
2/22/2010	Out of Pocket	Snack	$8.00	$0.00	$8.00	
2/22/2010	Out of Pocket	Snack	$3.50	$0.00	$3.50	
2/23/2010	Credit Card	Dinner w/ Ed Peltzer & P. Brewer, T. Maughan, T. O	$159.95	$44.00	$115.95	
2/23/2010	Credit Card	Meal	$56.00	$0.00	$56.00	
2/23/2010	Out of Pocket	Snack	$5.00	$0.00	$5.00	
2/23/2010	Out of Pocket	Snack	$4.50	$0.00	$4.50	
2/23/2010	Out of Pocket	Breakfast	$7.49	$0.00	$7.49	
2/24/2010	Out of Pocket	Snack	$2.49	$0.00	$2.49	
2/24/2010	Out of Pocket	Breakfast	$9.00	$0.00	$9.00	
2/24/2010	Out of Pocket	Dinner	$22.00	$0.00	$22.00	
2/25/2010	Out of Pocket	Other	$9.99	$0.00	$9.99	
2/25/2010	Out of Pocket	Breakfast	$9.00	$0.00	$9.00	
2/25/2010	Out of Pocket	Lunch	$20.50	$0.00	$20.50	
2/26/2010	Credit Card	Dinner	$21.00	$0.00	$21.00	
2/26/2010	Out of Pocket	Snack	$1.09	$0.00	$1.09	
2/26/2010	Out of Pocket	Snack	$3.00	$0.00	$3.00	
2/27/2010	Credit Card	Hotel	$64.00	$0.00	$64.00	
2/27/2010	Credit Card	Lunch	$16.00	$0.00	$16.00	
				Category Total:	$461.45	

Category: Miscellaneous

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
2/21/2010	Out of Pocket	SPECK 3G Toughskin	$34.99	$0.00	$34.99	
				Category Total:	$34.99	

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
1/5/2010	Credit Card	Registration fee	$390.00	$0.00	$390.00	
				Category Total:	$390.00	

Assignments

Project	Account	Reference Number	Total
900719.00-F.O.C.E.	5030-000-Conference Fees/Registrat	(none)	$390.00
900719.00-F.O.C.E.	5360-000-Supplies - General	(none)	$34.99
900719.00-F.O.C.E.	5500-000-Travel - Domestic	(none)	$1,771.50
		Total:	$2,196.49

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:	$196.04
Personal Amount:	-$44.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$152.04**