Information from Approved Travel Request

Traveler

Name: Maughan, Thom

Address: 205 Nido Way
Carmel Valley, CA, 93924
USA

Trip Information

Destination: Portland, OR, USA
Departure Date: 2/21/2010
Return Date: 2/26/2010
Travel Auth Num: T10-0018
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
Personal Car	Miles: 20	Cost/Mile: $0.5500	$11.00
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:	$1,826.00

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)	$1,436.00
		Total Budget:	$1,826.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $1,826.00 Expenses: $2,271.96

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
1/20/2010	Credit Card	Flight to Ocean Sciences in Portland	$366.80	$0.00	$366.80	
2/27/2010	Credit Card	Baggage Fee	$25.00	$0.00	$25.00	
				Category Total:	$391.80	

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
2/28/2010	Credit Card	Hotel & Parking	$725.65	$0.00	$725.65	
				Category Total:	$725.65	

Category: Rental Car

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
2/28/2010	Credit Card	rentacar	$292.21	$0.00	$292.21	
				Category Total:	$292.21	

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: 30	Cost/Mile ($):0.5000	$0.00	$15.00	
					Category Total:	$15.00	

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
2/27/2010	Credit Card	Gas for rentacar	$24.64	$0.00	$24.64	
2/27/2010	Credit Card	Parking - Monterey Airport	$60.00	$0.00	$60.00	
2/28/2010	Credit Card	Hotel & Parking	$107.00	$0.00	$107.00	
3/1/2010	Credit Card	Parking	$5.00	$0.00	$5.00	

				Category Total:	$196.64	

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
2/22/2010	Credit Card	Lunch	$11.48	$0.00	$11.48	
2/22/2010	Credit Card	Snack	$4.60	$0.00	$4.60	
2/23/2010	Credit Card	Snack	$3.00	$0.00	$3.00	
2/23/2010	Credit Card	Lunch	$11.37	$0.00	$11.37	
2/24/2010	Credit Card	Breakfast	$20.00	$0.00	$20.00	
2/24/2010	Credit Card	Lunch for Bill Kirkwood, Ed Peltzer, Thom Maughan	$35.25	$0.00	$35.25	
2/25/2010	Credit Card	Lunch	$13.68	$0.00	$13.68	
2/26/2010	Credit Card	Breakfast	$20.00	$0.00	$20.00	
2/26/2010	Credit Card	Dinner with Bill Kirkwood	$51.35	$0.00	$51.35	
2/26/2010	Out of Pocket	Dinner	$10.50	$0.00	$10.50	
2/27/2010	Credit Card	Snack	$5.50	$0.00	$5.50	
2/27/2010	Credit Card	Breakfast	$9.50	$0.00	$9.50	
2/27/2010	Credit Card	Dinner	$31.03	$0.00	$31.03	
2/27/2010	Credit Card	Meal	$22.40	$5.00	$17.40	
3/1/2010	Credit Card	Meal	$16.00	$0.00	$16.00	
				Category Total:	$260.66	

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.	5500-000-Travel - Domestic	(none)	$1,881.96
		Total:	$2,271.96

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:	$25.50
Personal Amount:	-$5.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$20.50**