

Information from Approved Travel Request

Traveler

Name: Maughan, Thom
Address: 205 Nido Way
Carmel Valley, CA, 93924
USA

Trip Information

Destination: Seattle, WA, USA
Departure Date: 11/8/2010
Return Date: 11/9/2010
Travel Auth Num: T10-0606
Travel Purpose: Visit Seabird for tech transfer of pH sensor

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: \$200.00	\$200.00
Lodging	Days: 1	Cost/Day: \$150.00	\$150.00
Rental Car	Days: 2	Cost/Day: \$60.00	\$120.00
Personal Car	Miles: 250	Cost/Mile: \$0.5000	\$125.00
Meals	Days: 2	Cost/Day: \$50.00	\$100.00
Total Budgeted Items:			\$695.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900719.00-F.O.C.E.	5500-000-Travel - Domestic	(none)	\$695.00
Total Budget:			\$695.00

Cash Advance

Requested Amount: \$0.00

3rd Party Reimbursement

Reimburser:
Amount: \$0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: \$695.00 Expenses: \$779.13

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
11/2/2010	Credit Card	Airfare	\$149.40	\$0.00	\$149.40	
Category Total:					\$149.40	

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
11/9/2010	Credit Card	Hotel	\$116.51	\$0.00	\$116.51	
Category Total:					\$116.51	

Category: Rental Car

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
11/9/2010	Credit Card	Rental Car	\$243.83	\$0.00	\$243.83	
Category Total:					\$243.83	

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total	Receipt
11/8/2010	Out of Pocket	RT Mileage	Miles: 258	Cost/Mile (\$):0.5000	\$0.00	\$129.00	
Category Total:						\$129.00	

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
11/9/2010	Credit Card	Parking	\$28.00	\$0.00	\$28.00	
11/9/2010	Credit Card	Rental Car Gas	\$23.63	\$0.00	\$23.63	
Category Total:					\$51.63	

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
11/8/2010	Credit Card	Dinner	\$21.70	\$0.00	\$21.70	
11/8/2010	Credit Card	Lunch	\$14.05	\$0.00	\$14.05	
11/8/2010	Credit Card	Breakfast	\$16.01	\$0.00	\$16.01	
11/9/2010	Credit Card	Dinner	\$12.08	\$0.00	\$12.08	
11/9/2010	Credit Card	Lunch	\$24.92	\$0.00	\$24.92	
Category Total:					\$88.76	

Assignments

Project	Account	Reference Number	Total
900719.00-F.O.C.E.	5500-000-Travel - Domestic	(none)	\$779.13
Total:			\$779.13

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: \$129.00

Personal Amount: -\$0.00

Cash Advance: -\$0.00

Amount Due Traveler: \$129.00