Information from Approved Travel Request

Traveler

Name: Py, Frederic

Address: MBARI
7700 Sandholdt Road
Moss Landing, CA, 95039-9644
USA

Trip Information

Destination: Vancouver, BC, Canada
Departure Date: 9/30/2007
Return Date: 10/5/2007
Travel Auth Num: T07-0379
Travel Purpose: Attend Oceans 2007

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $500.00	$500.00
Lodging	Days: 5	Cost/Day: $80.00	$400.00
Other Transport	1	Amount: $100.00	$100.00
Meals	Days: 6	Cost/Day: $35.00	$210.00
Registration/Conference Fees	1	Amount: $580.00	$580.00
		Total Budgeted Items:	$1,790.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900720.00-Onboard Decision Making	5030-000-Conference Fees/Registrat	(none)	$580.00
900720.00-Onboard Decision Making	5530-000-Travel - Foreign	(none)	$1,210.00
		Total Budget:	$1,790.00

Cash Advance

Requested Amount: $1,200.00

3rd Party Reimbursement

Reimburser:
Amount:

Traveler Remarks

Cash advance to cover airfare and hotel expenses

Expense Report Information

Grand Totals: Budget: $1,790.00 Expenses: $137.01

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/28/2007	Out of Pocket	Lunch	$10.00	$0.00	$10.00
9/28/2007	Out of Pocket	Dinner	$20.35	$0.00	$20.35
9/29/2007	Out of Pocket	Lunch	$10.24	$0.00	$10.24
9/29/2007	Out of Pocket	Dinner	$15.10	$0.00	$15.10
9/30/2007	Out of Pocket	Lunch	$24.99	$0.00	$24.99
10/1/2007	Out of Pocket	Lunch	$9.97	$0.00	$9.97
10/2/2007	Out of Pocket	Lunch	$10.37	$0.00	$10.37
10/3/2007	Out of Pocket	Lunch	$20.15	$0.00	$20.15
10/4/2007	Out of Pocket	Dinner	$15.84	$0.00	$15.84
				Category Total:	$137.01

Assignments

Project	Account	Reference Number	Total
900720.00-Onboard Decision Making	5530-000-Travel - Foreign	(none)	$137.01
		Total:	$137.01

Reimbursements

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

Expense Report Remarks

Auditor Remarks

1/9/08 Meals only, all out of pocket and within MBARI's travel policy. Accept As Is ~ Gail

Amount Due Traveler

Cash Expenses: $137.01
Personal Amount: -$0.00
Cash Advance: -$0.00

Amount Due Traveler: $137.01