Information from Approved Travel Request

Traveler

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

Trip Information

Destination:	San Francisco, CA, USA
Departure Date:	12/10/2007
Return Date:	12/14/2007
Travel Auth Num:	T07-0634
Travel Purpose:	Attend Fall AGU Meeting

Budget Items

Category	Quantity	Cost	Total
Lodging	Days: 5	Cost/Day: $200.00	$1,000.00
Registration/Conference Fees	1	Amount: $410.00	$410.00
		Total Budgeted Items:	$1,410.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900720.00-Onboard Decision Making	5030-000-Conference Fees/Registrat	(none)	$410.00
900720.00-Onboard Decision Making	5500-000-Travel - Domestic	(none)	$1,000.00
		Total Budget:	$1,410.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount:

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $1,410.00 Expenses: $463.00

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/12/2007	Out of Pocket	Caltrain daypass	$8.00	$0.00	$8.00
12/13/2007	Out of Pocket	Caltrain daypass	$8.00	$0.00	$8.00
12/14/2007	Out of Pocket	Caltrain from San Carlos to SF	$4.00	$0.00	$4.00
12/14/2007	Out of Pocket	Caltrain from SF to SJ	$7.00	$0.00	$7.00
				Category Total:	$27.00

Category: Meals

Comment: 12/14 lunch with Kanna Rajan

Tran Date	How Paid	Description	Cost	Personal Amount	Total
12/13/2007	Out of Pocket	Lunch	$6.00	$0.00	$6.00
12/14/2007	Out of Pocket	Lunch	$20.00	$0.00	$20.00
				Category Total:	$26.00

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
11/20/2007	MBARI AMEX	AGU registration	$410.00	$0.00	$410.00
				Category Total:	$410.00

Assignments

Project	Account	Reference Number	Total
900720.00-Onboard Decision Making	5030-000-Conference Fees/Registrat	(none)	$410.00
900720.00-Onboard Decision Making	5500-000-Travel - Domestic	(none)	$53.00
		Total:	$463.00

Reimbursements

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

Expense Report Remarks

Auditor Remarks

1/9/08 Missing reciepts for Other Transport & Meals, all out of pocket and within MBARI's travel policy. Missing reciept for Registration/Conference fees, which was paid via: AmEx. AP made copy of the AmEx charge summary and sent email to Travler/Admin. Accept As Is ~ Gail

Amount Due Traveler

Cash Expenses:	$53.00
Personal Amount:	-$0.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$53.00**