Information from Approved Travel Request

Traveler

Name: McGann, Conor

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

Trip Information

Destination: Orlando, FL, USA
Departure Date: 3/1/2008
Return Date: 3/8/2008
Travel Auth Num: T08-0075
Travel Purpose: Attend Ocean Sciences Conference

Budget Items

Category	Quantity	Cost	Total
Lodging	Days: 6	Cost/Day: $100.00	$600.00
Other Transport	1	Amount: $150.00	$150.00
Meals	Days: 7	Cost/Day: $40.00	$280.00
Registration/Conference Fees	1	Amount: $400.00	$400.00
		Total Budgeted Items:	$1,430.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900720.00-Onboard Decision Making	5030-000-Conference Fees/Registrat	(none)	$400.00
900720.00-Onboard Decision Making	5500-000-Travel - Domestic	(none)	$1,030.00
		Total Budget:	$1,430.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount:

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $1,430.00 Expenses: $1,718.45

Category: Airfare

Comment: Return flight cancelled for both McGann and Py. Needed to book new ticket to get home. Charges of 3/6 are for new tickets for both McGann and Py.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
1/22/2008	MBARI AMEX	Service fees for McGann and Py	$10.00	$0.00	$10.00
1/22/2008	MBARI AMEX	American Airlines - McGann	$468.00	$0.00	$468.00
3/6/2008	Out of Pocket	American Airlines - McGann	$126.00	$0.00	$126.00
3/6/2008	Out of Pocket	American Airlines - Py	$126.00	$0.00	$126.00
				Category Total:	$730.00

Category: Lodging

Comment: 3/7 - shared room with Frederic Py.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
3/3/2008	MBARI AMEX	Howard Johnson	$133.88	$0.00	$133.88
3/6/2008	Out of Pocket	Howard Johnson	$409.14	$0.00	$409.14
3/7/2008	Out of Pocket	Spring Hill Suites	$201.38	$0.00	$201.38
				Category Total:	$744.40

Category: Other Transport

Comment: Lost receipt for airport parking; credit card statement attached.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
3/3/2008	Out of Pocket	Mears Motor Shuttle	$17.00	$0.00	$17.00
3/6/2008	Out of Pocket	Sun Style Transportation - hotel to airport	$33.00	$0.00	$33.00
3/7/2008	Out of Pocket	Airport parking	$75.00	$0.00	$75.00
				Category Total:	$125.00

Category: Meals

Comment: Do not have receipts for all meals but all amounts are under $25.00.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
3/3/2008	Out of Pocket	Dinner	$14.68	$0.00	$14.68
3/4/2008	Out of Pocket	Lunch	$16.78	$0.00	$16.78
3/4/2008	Out of Pocket	Breakfast	$5.59	$0.00	$5.59
3/5/2008	Out of Pocket	Dinner	$27.71	$0.00	$27.71
3/5/2008	Out of Pocket	Dinner	$18.82	$0.00	$18.82
3/6/2008	Out of Pocket	Lunch	$18.05	$0.00	$18.05
3/6/2008	Out of Pocket	Dinner	$17.42	$0.00	$17.42

Category Total:	$119.05

Assignments

Project	Account	Reference Number	Total
900720.00-Onboard Decision Making	5500-000-Travel - Domestic	(none)	$1,718.45
		Total:	$1,718.45

Reimbursements

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

Expense Report Remarks

Auditor Remarks

4/23/08: Per traveler's comments lost Airport parking receipt. attached copy AMEX Charge list Summary (A. Gough) for $133.88 lodging. Sent email to traveler need itemized receipts for meals & Lodging charges >$25. kb 4/30/08: 2nd email sent for missing itemized receipts. kb

Amount Due Traveler

Cash Expenses:	$1,106.57
Personal Amount:	-$0.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$1,106.57**