Information from Approved Travel Request

Traveler

Name: Rajan, Kanna

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

Trip Information

Destination: Pasadena, CA, USA
Departure Date: 5/18/2008
Return Date: 5/23/2008
Travel Auth Num: T08-0171
Travel Purpose: Attend Robotics and Automation Society meeting

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $350.00	$350.00
Registration/Conference Fees	1	Amount: $499.00	$499.00
		Total Budgeted Items:	$849.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900720.00-Onboard Decision Making	5030-000-Conference Fees/Registrat	(none)	$499.00
900720.00-Onboard Decision Making	5500-000-Travel - Domestic	(none)	$350.00
		Total Budget:	$849.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount:

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $849.00 Expenses: $419.93

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/20/2008	Out of Pocket	Southwest Airlines	$117.00	$0.00	$117.00
				Category Total:	$117.00

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/21/2008	Out of Pocket	Quality Inn	$83.95	$0.00	$83.95
				Category Total:	$83.95

Category: Rental Car

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/21/2008	Out of Pocket	National Car Rental	$128.56	$0.00	$128.56
				Category Total:	$128.56

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
5/20/2008	Out of Pocket	Home to SJC	Miles: 25.74	Cost/Mile ($):0.5050	$0.00	$13.00
					Category Total:	$13.00

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/20/2008	Out of Pocket	Airport parking	$6.00	$0.00	$6.00
5/20/2008	Out of Pocket	Cab from SJC to home	$37.00	$0.00	$37.00
5/21/2008	Out of Pocket	Gas for Rental car	$9.43	$0.00	$9.43
				Category Total:	$52.43

Category: Meals

Comment: Unable to get receipt for dinner

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/18/2008	Out of Pocket	Dinner	$24.99	$0.00	$24.99
				Category Total:	$24.99

Assignments

Project	Account	Reference Number	Total
900720.00-Onboard Decision Making	5500-000-Travel - Domestic	(none)	$419.93
		Total:	$419.93

Reimbursements

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

Expense Report Remarks

Registration fees paid by MBARI MC on 2/11/08 in the amount of $499.

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$419.93
Personal Amount:	-$0.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$419.93**