

Information from Approved Travel Request

Traveler

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

Trip Information

Destination: Baltimore, MD, USA
Departure Date: 5/4/2008
Return Date: 5/7/2008
Travel Auth Num: T08-0443
Travel Purpose: Attend Applied Information Systems Research Investigator Workshop

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: \$460.00	\$460.00
Lodging	Days: 3	Cost/Day: \$100.00	\$300.00
Rental Car	Days: 4	Cost/Day: \$34.00	\$136.00
Total Budgeted Items:			\$896.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900720.00-Onboard Decision Making	5500-000-Travel - Domestic	(none)	\$896.00
Total Budget:			\$896.00

Cash Advance

Requested Amount: \$0.00

3rd Party Reimbursement

Reimburer:
Amount:

Traveler Remarks

Expense Report Information

Grand Totals: Budget: \$896.00 Expenses: \$1,226.65

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/4/2008	Out of Pocket	United Airlines	\$460.00	\$0.00	\$460.00
5/4/2008	Out of Pocket	United Airlines date change fee	\$150.00	\$0.00	\$150.00
Category Total:					\$610.00

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/7/2008	Out of Pocket	Qualilty Inn & Suites	\$330.42	\$0.00	\$330.42
Category Total:					\$330.42

Category: Rental Car

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/7/2008	Out of Pocket	National Car Rental	\$158.42	\$0.00	\$158.42
Category Total:					\$158.42

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
5/4/2008	Out of Pocket	RT to SJC airport	Miles: 26	Cost/Mile (\$):0.5050	\$0.00	\$13.13
5/7/2008	Out of Pocket	RT to SJC airport	Miles: 26	Cost/Mile (\$):0.5050	\$0.00	\$13.13
Category Total:						\$26.26

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/6/2008	Out of Pocket	Gas for rental car	\$8.12	\$0.00	\$8.12
Category Total:					\$8.12

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
5/4/2008	Out of Pocket	Snack	\$5.72	\$0.00	\$5.72
5/4/2008	Out of Pocket	Dinner	\$10.27	\$0.00	\$10.27
5/4/2008	Out of Pocket	Dinner	\$15.99	\$0.00	\$15.99
5/5/2008	Out of Pocket	Lunch	\$4.70	\$0.00	\$4.70
5/6/2008	Out of Pocket	Dinner	\$31.24	\$0.00	\$31.24
5/6/2008	Out of Pocket	Lunch	\$6.42	\$0.00	\$6.42
5/7/2008	Out of Pocket	Breakfast	\$5.40	\$0.00	\$5.40
5/7/2008	Out of Pocket	Lunch	\$3.63	\$0.00	\$3.63
5/7/2008	Out of Pocket	Lunch	\$10.06	\$0.00	\$10.06
Category Total:					\$93.43

Assignments

Project	Account	Reference Number	Total
900720.00-Onboard Decision Making	5500-000-Travel - Domestic	(none)	\$1,226.65
Total:			\$1,226.65

Reimbursements

Actual Cash Advance: \$0.00

3rd Party Reimbursement: \$0.00

Expense Report Remarks

Auditor Remarks

Amount Due Traveler

Cash Expenses: \$1,226.65

Personal Amount: -\$0.00

Cash Advance: -\$0.00

Amount Due Traveler: \$1,226.65