Information from Approved Travel Request

Traveler

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

Trip Information

Destination:	Orlando, FL, USA
Departure Date:	2/8/2009
Return Date:	2/13/2009
Travel Auth Num:	T09-0097
Travel Purpose:	Attend ONR Program Review meeting

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $220.40	$220.40
Lodging	Days: 5	Cost/Day: $60.00	$300.00
		Total Budgeted Items:	$520.40

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900720.00-Onboard Decision Making	5500-000-Travel - Domestic	(none)	$520.40
		Total Budget:	$520.40

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $520.40 Expenses: $1,404.62

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/8/2009	Out of Pocket	Delta Airlines	$220.40	$0.00	$220.40
				Category Total:	$220.40

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/8/2009	Out of Pocket	Rosen Hotels & Resorts	$303.70	$0.00	$303.70
				Category Total:	$303.70

Category: Rental Car

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/13/2009	Out of Pocket	National Car Rental	$275.00	$0.00	$275.00
				Category Total:	$275.00

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
2/8/2009	Out of Pocket	RT to SJC	Miles: 14.3	Cost/Mile ($):0.5500	$0.00	$7.87
2/8/2009	Out of Pocket	RT to SJC	Miles: 14.3	Cost/Mile ($):0.5500	$0.00	$7.87
					Category Total:	$15.73

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/8/2009	Out of Pocket	Gas for rental car	$7.56	$0.00	$7.56
				Category Total:	$7.56

Category: Meals

Comment: Dinner receipts for 2/11 and 2/12 were lost. Only claiming the maximum allowed without a receipt by MBARI policy for 12/11

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/8/2009	Out of Pocket	Lunch	$2.21	$0.00	$2.21
2/8/2009	Out of Pocket	Dinner	$9.28	$0.00	$9.28
2/9/2009	Out of Pocket	Dinner	$10.60	$0.00	$10.60
2/10/2009	Out of Pocket	Dinner	$16.93	$0.00	$16.93
2/11/2009	Out of Pocket	Dinner	$24.99	$0.00	$24.99
2/12/2009	Out of Pocket	Dinner	$10.00	$0.00	$10.00
2/13/2009	Out of Pocket	Breakfast	$8.22	$0.00	$8.22
				Category Total:	$82.23

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
2/8/2009	Out of Pocket	AUVSI Meeting Registration	$500.00	$0.00	$500.00

Category Total:	$500.00

Assignments

Project	Account	Reference Number	Total
900720.00-Onboard Decision Making	5030-000-Conference Fees/Registrat	(none)	$500.00
900720.00-Onboard Decision Making	5500-000-Travel - Domestic	(none)	$904.62
		Total:	$1,404.62

Reimbursements

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

Business Meal

There are no business meals for this expense report.

Expense Report Remarks

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$1,404.62
Personal Amount:	-$0.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$1,404.62**