

Information from Approved Travel Request

Traveler

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

Trip Information

Destination: Portland, OR, USA
Departure Date: 2/21/2010
Return Date: 2/26/2010
Travel Auth Num: T09-0611
Travel Purpose: Attend Ocean Sciences Meeting

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: \$300.00	\$300.00
Lodging	Days: 5	Cost/Day: \$119.00	\$595.00
Registration/Conference Fees	1	Amount: \$450.00	\$450.00
Total Budgeted Items:			\$1,345.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900720.00-Onboard Decision Making	5500-000-Travel - Domestic	(none)	\$1,345.00
Total Budget:			\$1,345.00

Cash Advance

Requested Amount: \$0.00

3rd Party Reimbursement

Reimbursing:
Amount: \$0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: \$1,345.00 Expenses: \$60.00

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
10/16/2009	Credit Card	Ocean Sciences abstract fee	\$60.00	\$0.00	\$60.00	
Category Total:					\$60.00	

Assignments

Project	Account	Reference Number	Total
900720.00-Onboard Decision Making	5030-000-Conference Fees/Registrat	(none)	\$60.00
Total:			\$60.00

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

This trip was cancelled due to personal reasons. Thomas Maughan went in Kanna's place.

Auditor Remarks

Amount Due Traveler

Cash Expenses: \$0.00

Personal Amount: -\$0.00

Cash Advance: -\$0.00

Amount Due Traveler: \$0.00