# Information from Approved Travel Request

## Traveler

Name: Widder, Edith

Address: Ocean ReCon
33 Sovereign Way
Fort Pierce, FL, 34949
USA

## Trip Information

Destination: Moss Landing, CA, USA
Departure Date: 12/9/2007
Return Date: 12/15/2007
Travel Auth Num: T08-0028
Travel Purpose: Project work on 900731

## Budget Items

| Category | Quantity | Cost | Total |
|---|---|---|---|
| Rental Car | Days: 6 | Cost/Day: $60.00 | $360.00 |
| | | Total Budgeted Items: | $360.00 |

## Assignments (After Reimbursement)

| Project | Account | Reference Number | Total |
|---|---|---|---|
| 900731.00-Eye-in-the-sea Data Hndlg | 5500-000-Travel - Domestic | (none) | $360.00 |
| | | Total Budget: | $360.00 |

## Cash Advance

Requested Amount: $0.00

## 3rd Party Reimbursement

Reimburser:
Amount:

## Traveler Remarks

# Expense Report Information

## Grand Totals: Budget: $360.00 Expenses: $910.75

## Category: Rental Car

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 12/9/2007 | Out of Pocket | Hertz | $399.00 | $0.00 | $399.00 |
| | | | | Category Total: | $399.00 |

## Category: Other Transport

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 12/14/2007 | Out of Pocket | Gas for rental car | $21.36 | $0.00 | $21.36 |
| 12/15/2007 | Out of Pocket | Gas for rental car | $10.38 | $0.00 | $10.38 |
| 12/15/2007 | Out of Pocket | Gas for rental car | $3.69 | $0.00 | $3.69 |
| | | | | Category Total: | $35.43 |

## Category: Meals

Comment: 12/9 lunch and 12/13 dinner with Edie Widder, Dave Smith and Erika Raymond. Call restaurant for itemized receipt and was told they don't give them out; 12/9 dinner for Edie Widder and Dave Smith - no itemized receipt given; 12/10 lunch Edie Widder, Dave Smith an d Erika Raymond; 12/11 lunch with Edie Widder, Erika Raymond and Dave Smith - no itemized receipt given; Dinner 12/11 with Edie Widder, Dave Smith, Erika Raymond, & Bruce Robison; 12/15 breakfast for Edie Widder and Dave Smith; 12/15 dinner for Edie Widder and Dave Smith

| Tran Date | How Paid | Description | Cost | Personal Amount | Total |
|---|---|---|---|---|---|
| 12/9/2007 | Out of Pocket | Lunch | $43.36 | $0.00 | $43.36 |
| 12/9/2007 | Out of Pocket | Dinner | $73.85 | $0.00 | $73.85 |
| 12/10/2007 | Out of Pocket | Groceries | $21.81 | $0.00 | $21.81 |
| 12/10/2007 | Out of Pocket | Dinner | $46.40 | $0.00 | $46.40 |
| 12/11/2007 | Out of Pocket | Dinner | $63.45 | $0.00 | $63.45 |
| 12/12/2007 | Out of Pocket | Lunch | $9.00 | $0.00 | $9.00 |
| 12/13/2007 | Out of Pocket | Dinner | $143.61 | $0.00 | $143.61 |
| 12/15/2007 | Out of Pocket | Dinner | $40.42 | $0.00 | $40.42 |
| 12/15/2007 | Out of Pocket | Groceries | $4.28 | $0.00 | $4.28 |
| 12/15/2007 | Out of Pocket | Breakfast | $30.14 | $0.00 | $30.14 |
| | | | | Category Total: | $476.32 |

## Assignments

| Project | Account | Reference Number | Total |
|---|---|---|---|
| 900731.00-Eye-in-the-sea Data Hndlg | 5500-000-Travel - Domestic | (none) | $910.75 |
| | | Total: | $910.75 |

## Reimbursements

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

## Expense Report Remarks

## Auditor Remarks

1/16/08 Pending receipts, set email to Admin. ~ Gail 1/16/08 receipts accounted for, see traveler's Meal comments regarding itemized receipts >$25, D. Edgington approved. Accept As Is ~ Gail

## Amount Due Traveler

| | |
|---|---|
| Cash Expenses: | $910.75 |
| Personal Amount: | -$0.00 |
| Cash Advance: | -$0.00 |
| **Amount Due Traveler:** | **$910.75** |