Information from Approved Travel Request

Traveler

Name: Raymond, Erika

Address: 7700 Sandholdt Road
Moss Landing, CA, 95039
USA

Trip Information

Destination: Pacific Grove, CA, USA
Departure Date: 9/1/2008
Return Date: 9/5/2008
Travel Auth Num: T08-0642
Travel Purpose: Attend The Third International Biologging Science Symposium

Budget Items

Category	Quantity	Cost	Total
Personal Car	Miles: 300	Cost/Mile: $0.5050	$151.50
Other Transport	1	Amount: $45.00	$45.00
Meals	Days: 5	Cost/Day: $50.00	$250.00
Registration/Conference Fees	1	Amount: $350.00	$350.00
		Total Budgeted Items:	$796.50

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900731.00-Eye-in-the-sea Data Hndlg	5030-000-Conference Fees/Registrat	(none)	$350.00
900731.00-Eye-in-the-sea Data Hndlg	5500-000-Travel - Domestic	(none)	$446.50
		Total Budget:	$796.50

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $796.50 Expenses: $530.38

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
9/1/2008	Out of Pocket	RT Mileage	Miles: 93	Cost/Mile ($):0.5850	$0.00	$54.41
					Category Total:	$54.41

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/1/2008	Out of Pocket	4 days parking	$37.00	$0.00	$37.00
				Category Total:	$37.00

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
9/1/2008	Out of Pocket	Groceries	$34.16	$0.00	$34.16
9/2/2008	Out of Pocket	Lunch	$13.94	$0.00	$13.94
9/2/2008	Out of Pocket	Dinner	$18.13	$0.00	$18.13
9/3/2008	Out of Pocket	Breakfast	$6.95	$0.00	$6.95
9/3/2008	Out of Pocket	Lunch	$9.13	$0.00	$9.13
9/4/2008	Out of Pocket	Lunch	$6.66	$0.00	$6.66
				Category Total:	$88.97

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
7/11/2008	MBARI AMEX	Conference Registration - Erika Raymond	$350.00	$0.00	$350.00
				Category Total:	$350.00

Assignments

Project	Account	Reference Number	Total
900731.00-Eye-in-the-sea Data Hndlg	5030-000-Conference Fees/Registrat	(none)	$350.00
900731.00-Eye-in-the-sea Data Hndlg	5500-000-Travel - Domestic	(none)	$180.38
		Total:	$530.38

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

Erika stayed with friends at no charge.

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$180.38
Personal Amount:	-$0.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$180.38**