Information from Approved Travel Request

Traveler

Name: Cline, Danelle

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

Trip Information

Destination:	Madison, Wisconsin, USA
Departure Date:	4/19/2009
Return Date:	4/23/2009
Travel Auth Num:	T09-0144
Travel Purpose:	Condor Week 2009 University of Wisconsin Madison, Wisconsin April 20-April 23, 2009

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $450.00	$450.00
Lodging	Days: 4	Cost/Day: $160.00	$640.00
Meals	Days: 4	Cost/Day: $40.00	$160.00
Miscellaneous	1	Amount: $100.00	$100.00
Registration/Conference Fees	1	Amount: $350.00	$350.00
		Total Budgeted Items:	$1,700.00

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)	$1,350.00
		Total Budget:	$1,700.00

Cash Advance

Requested Amount: $1,500.00

3rd Party Reimbursement

Reimburser:

Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $1,700.00 Expenses: $1,187.24

Category: Airfare

Comment: Deducted personal travel to Kansas from cost of ticket.

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/19/2009	Out of Pocket	RT Airfare	$261.00	$0.00	$261.00
4/19/2009	Out of Pocket	Booking Fee	$6.99	$0.00	$6.99
4/19/2009	Out of Pocket	Baggage Fees	$30.00	$0.00	$30.00
				Category Total:	$297.99

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/19/2009	Out of Pocket	3 nights Lodging	$432.00	$0.00	$432.00
				Category Total:	$432.00

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total
4/19/2009	Out of Pocket	RT Mileage	Miles: 75	Cost/Mile ($):0.5500	$0.00	$41.25
					Category Total:	$41.25

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/19/2009	Out of Pocket	Taxi	$20.00	$0.00	$20.00
4/23/2009	Out of Pocket	Taxi	$19.60	$0.00	$19.60
4/23/2009	Out of Pocket	parking	$60.00	$0.00	$60.00
				Category Total:	$99.60

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/20/2009	Out of Pocket	Snack	$7.08	$0.00	$7.08
4/22/2009	Out of Pocket	Dinner	$22.94	$0.00	$22.94
4/23/2009	Out of Pocket	Lunch	$11.38	$0.00	$11.38
				Category Total:	$41.40

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total
4/19/2009	Out of Pocket	Registration Fee	$275.00	$0.00	$275.00

Category Total:	$275.00

Assignments

Project	Account	Reference Number	Total
900731.00-Eye-in-the-sea Data Hndlg	5030-000-Conference Fees/Registrat	(none)	$275.00
900731.00-Eye-in-the-sea Data Hndlg	5500-000-Travel - Domestic	(none)	$912.24
		Total:	$1,187.24

Reimbursements

Actual Cash Advance:	$1,500.00
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:	$1,187.24
Personal Amount:	-$0.00
Cash Advance:	-$1,500.00
Amount Due Traveler:	**($312.76)**