Information from Approved Travel Request

Traveler

Name: Brewer, Peter G.

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

Trip Information

Destination: Seward, Alaska, USA
Departure Date: 7/27/2010
Return Date: 7/28/2010
Travel Auth Num: T10-0425
Travel Purpose: To attend the Ocean Research and Resources Advisory Panel (ORRAP)

Budget Items

Category	Quantity	Cost	Total
Rental Car	Days: 2	Cost/Day: $110.00	$220.00
Other Transport	1	Amount: $45.00	$45.00
Meals	Days: 2	Cost/Day: $40.00	$80.00
		Total Budgeted Items:	$345.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900815.00-High CO2 Ocean	5500-000-Travel - Domestic	(none)	$345.00
		Total Budget:	$345.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $345.00 Expenses: $1,245.90

Category: Lodging

Comment: Peter paid for his stay for one night because he had a personal day in Alaska.

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
7/30/2010	Credit Card	The Hotel Edgewater	$883.56	$220.89	$662.67	
				Category Total:	$662.67	

Category: Rental Car

Comment: Peter paid for the rental for one day out of his pocket, because he had a personal day in Alaska. The receipt from Chevron was not saved. After a phone call to Chevron, it was determined that the receipt could not be retrieved.

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
7/27/2010	Credit Card	Budget Anchorage	$614.43	$153.61	$460.82	
7/30/2010	Credit Card	Chevron - Gas for Rental Car	$33.68	$0.00	$33.68	
				Category Total:	$494.50	

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
7/30/2010	Credit Card	Dela Cruz Parking	$45.00	$0.00	$45.00	
				Category Total:	$45.00	

Category: Meals

Comment: After a phone call to Christo's Palace, it was determined that a receipt could not be retrieved.

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
7/26/2010	Credit Card	Christo's Palace	$30.73	$0.00	$30.73	
7/27/2010	Credit Card	Alaska Air inflight meal	$13.00	$0.00	$13.00	
				Category Total:	$43.73	

Assignments

Project	Account	Reference Number	Total
900815.00-High CO2 Ocean	5500-000-Travel - Domestic	(none)	$1,245.90
		Total:	$1,245.90

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

All receipts are copies because a 3rd party is reimbursing Peter for his travel costs.

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$0.00
Personal Amount:	-$374.50
Cash Advance:	-$0.00
Amount Due Traveler:	**($374.50)**