Information from Approved Travel Request

Traveler

Name: Brewer, Peter G.

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

Trip Information

Destination:	Seattle, WA, USA
Departure Date:	9/18/2010
Return Date:	9/22/2010
Travel Auth Num:	T10-0431
Travel Purpose:	Invited as a speaker to the GEOSS Workshop XXXVIII – Evolution of Ocean Observing Systems – building on infrastructure for science.

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $159.40	$159.40
Lodging	Days: 4	Cost/Day: $254.00	$1,016.00
Other Transport	1	Amount: $60.00	$60.00
Meals	Days: 4	Cost/Day: $70.00	$280.00
		Total Budgeted Items:	$1,515.40

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900815.00-High CO2 Ocean	5500-000-Travel - Domestic	(none)	$1,515.40
		Total Budget:	$1,515.40

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

A 3rd party will be reimbursing Peter for his travel expenses to Seattle and hotel for two nights for his taking part in the GEOSS Ocean workshop.

Expense Report Information

Grand Totals: Budget: $1,515.40 Expenses: $1,924.51

Category: Airfare

Comment: Peter's wife went on this trip with him. So the personal part of the airfare was his wife's airfare. When buying airfare you have a better chance of getting seats together if you buy them at the same time.

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
8/8/2010	Credit Card	United Airlines	$159.40	$0.00	$159.40	
8/8/2010	Credit Card	Alaska Airlines - Peter had to pay for his and his	$159.40	$159.40	$0.00	
				Category Total:	$159.40	

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/23/2010	Credit Card	Sheraton Hotel	$1,012.64	$0.00	$1,012.64	
				Category Total:	$1,012.64	

Category: Other Transport

Comment: The charge for Enterprise Rent a car is for parking Peter's personal car in their lot.

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/22/2010	Credit Card	Enterprise Rent a car	$45.00	$0.00	$45.00	
				Category Total:	$45.00	

Category: Meals

Comment: The entry entitled And Luca Parking below is actually for Andaluca Restaurant. Intitially this entry was incorrectly and labeled coded as parking.

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/18/2010	Out of Pocket	Dinner	$23.94	$0.00	$23.94	
9/19/2010	Out of Pocket	Lunch	$15.77	$0.00	$15.77	
9/20/2010	Out of Pocket	Lunch	$16.41	$0.00	$16.41	
9/20/2010	Out of Pocket	Dinner	$14.35	$0.00	$14.35	
9/21/2010	Credit Card	And Luca Parking	$47.00	$0.00	$47.00	

				Category Total:	$117.47	

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
8/9/2010	Credit Card	IEEE Web Conference Registration	$590.00	$0.00	$590.00	
				Category Total:	$590.00	

Assignments

Project	Account	Reference Number	Total
900815.00-High CO2 Ocean	5030-000-Conference Fees/Registrat	(none)	$590.00
900815.00-High CO2 Ocean	5500-000-Travel - Domestic	(none)	$1,334.51
		Total:	$1,924.51

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 expense report was taken back by S. Boedecker after it was submitted because a third party was reimbursing Peter for some of the expenses. Then this expense report was resubmitted when the reimbursement check from the third party arrived.

Auditor Remarks

09/29/10 Missing receipts for Meals paid for Out of Pocket all <$25 and fall within MBARI's travel policy. A pleasure to audit ~ Judy 11/16/10 AP reopened so that new expenses could be imported and corrections could be made.

Amount Due Traveler

Cash Expenses: $70.47
Personal Amount: -$159.40
Cash Advance: -$0.00

Amount Due Traveler: ($88.93)