Information from Approved Travel Request

Traveler

Name:	Brewer, Peter G.
Address:	MBARI 7700 Sandholdt Rd. Moss Landing, CA, 95039 USA

Trip Information

Destination:	Xiamen, China
Departure Date:	11/9/2010
Return Date:	11/25/2010
Travel Auth Num:	T10-0452
Travel Purpose:	To provide a series of lectures, Peter Brewer is an invited guest of Xiamen University.

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $1,400.00	$1,400.00
Lodging	Days: 15	Cost/Day: $150.00	$2,250.00
Other Transport	1	Amount: $300.00	$300.00
Meals	Days: 15	Cost/Day: $75.00	$1,125.00
		Total Budgeted Items:	$5,075.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900815.00-High CO2 Ocean	5530-000-Travel - Foreign	(none)	$5,075.00
		Total Budget:	$5,075.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

All expenses will be reimbursed by a third party.

Expense Report Information

Grand Totals: Budget: $5,075.00 Expenses: $1,489.85

Category: Airfare

Comment: The $25.00 charge shown below is for calling and getting reservations over the phone. Peter saves quite a bit of money by calling to make reservations instead of making them online. Unfortunately, a receipt for this service is not available.

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
8/16/2010	Credit Card	United Airlines	$25.00	$0.00	$25.00	
8/16/2010	Credit Card	United Airlines	$1,324.00	$0.00	$1,324.00	
				Category Total:	$1,349.00	

Category: Lodging

Comment: Peter gave his original receipt to the Chinese party that hosted him while he was in China. But, he was able to keep a copy for this expense report.

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
11/11/2010	Credit Card	Shanghai Xingan Binguan	$62.50	$0.00	$62.50	
				Category Total:	$62.50	

Category: Other Transport

Comment: Peter gave his original receipt for his taxi ride mentioned below to the Chinese party that hosted him while he was in China. He doesn't have a copy to include with this expense report unfortunately.

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
11/10/2010	Credit Card	Shanhai Dong Yun Lvy Ouzi	$78.35	$0.00	$78.35	
				Category Total:	$78.35	

Assignments

Project	Account	Reference Number	Total
900815.00-High CO2 Ocean	5530-000-Travel - Foreign	(none)	$1,489.85
		Total:	$1,489.85

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

Auditor Remarks

Amount Due Traveler

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