

# Information from Approved Travel Request

## Traveler

Name: Peltzer, Ed  
Address: 4600 Hilltop Road  
Soquel, CA, 95073  
USA

## Trip Information

Destination: Newport, Oregon, USA  
Departure Date: 7/21/2009  
Return Date: 7/23/2009  
Travel Auth Num: T09-0364  
Travel Purpose: To participate in the 2009 Pacific NW Expedition

## Budget Items

| Category              | Quantity | Cost               | Total    |
|-----------------------|----------|--------------------|----------|
| Airfare               | 1        | Amount: \$130.00   | \$130.00 |
| Lodging               | Days: 1  | Cost/Day: \$150.00 | \$150.00 |
| Meals                 | Days: 3  | Cost/Day: \$45.00  | \$135.00 |
| Total Budgeted Items: |          |                    | \$415.00 |

## Assignments (After Reimbursement)

| Project                            | Account                    | Reference Number | Total    |
|------------------------------------|----------------------------|------------------|----------|
| 900900.00-Ocean Chem Greenhous Gas | 5500-000-Travel - Domestic | (none)           | \$415.00 |
| Total Budget:                      |                            |                  | \$415.00 |

## Cash Advance

Requested Amount: \$0.00

## 3rd Party Reimbursement

Reimburer:  
Amount: \$0.00

## Traveler Remarks

## Expense Report Information

## Grand Totals: Budget: \$415.00 Expenses: \$184.18

### Category: Rental Car

Comment: 8/27/09 AP imported direct bill to clear system discrepancy. ~ Gail

| Tran Date       | How Paid       | Description                   | Cost     | Personal Amount | Total    | Receipt |
|-----------------|----------------|-------------------------------|----------|-----------------|----------|---------|
| 8/1/2009        | Direct Bill/MC | Copied: Enterprise Rent a Car | \$184.18 | \$0.00          | \$184.18 |         |
| Category Total: |                |                               |          |                 | \$184.18 |         |

### Assignments

| Project                            | Account                    | Reference Number | Total    |
|------------------------------------|----------------------------|------------------|----------|
| 900900.00-Ocean Chem Greenhous Gas | 5500-000-Travel - Domestic | (none)           | \$184.18 |
| Total:                             |                            |                  | \$184.18 |

### 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

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**Amount Due Traveler: \$0.00**