

Information from Approved Travel Request

Traveler

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

Trip Information

Destination: Washington, DC, USA
Departure Date: 9/13/2009
Return Date: 9/18/2009
Travel Auth Num: T09-0390
Travel Purpose: To serve on an NSF EPSCoR RSV panel

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: \$450.00	\$450.00
Lodging	Days: 3	Cost/Day: \$250.00	\$750.00
Meals	Days: 3	Cost/Day: \$50.00	\$150.00
Total Budgeted Items:			\$1,350.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900900.00-Ocean Chem Greenhous Gas	5500-000-Travel - Domestic	(none)	\$1,350.00
Total Budget:			\$1,350.00

Cash Advance

Requested Amount: \$0.00

3rd Party Reimbursement

Reimburer:
Amount: \$0.00

Traveler Remarks

Ed will depart Sunday 9/13. Panel dates are 9/14 & 9/15. He attend to personal business on 9/16 & 9/17 and return home on 9/18.

Expense Report Information

Grand Totals: Budget: \$1,350.00 Expenses: \$814.62

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/18/2009	Credit Card	Baggage charge	\$20.00	\$0.00	\$20.00	
Category Total:					\$20.00	

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/15/2009	Credit Card	Lodging	\$513.76	\$0.00	\$513.76	
Category Total:					\$513.76	

Category: Rental Car

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/18/2009	Credit Card	Rental car	\$324.43	\$324.43	\$0.00	
Category Total:					\$0.00	

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/12/2009	Credit Card	Early Bird Shuttle	\$100.00	\$0.00	\$100.00	
9/17/2009	Credit Card	Early Bird Shuttle	\$90.00	\$0.00	\$90.00	
Category Total:					\$190.00	

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/14/2009	Credit Card	Dinner	\$16.35	\$0.00	\$16.35	
9/15/2009	Credit Card	Dinner	\$37.56	\$4.95	\$32.61	
Category Total:					\$48.96	

Category: Miscellaneous

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/13/2009	Credit Card	Checked-baggage charge	\$20.00	\$0.00	\$20.00	

	Category Total:	\$20.00	
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Category: Telephone

Comment: The charge below is for internet usage in the hotel.

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/15/2009	Credit Card	Lodging	\$21.90	\$0.00	\$21.90	
Category Total:					\$21.90	

Assignments

Project	Account	Reference Number	Total
900900.00-Ocean Chem Greenhous Gas	5500-000-Travel - Domestic	(none)	\$819.57
Total:			\$819.57

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

Currently waiting upon reimbursement from NSF

Auditor Remarks

Amount Due Traveler

Cash Expenses: \$0.00

Personal Amount: -\$329.38

Cash Advance: -\$0.00

Amount Due Traveler: (\$329.38)