Information from Approved Travel Request

Traveler

Name: Peltzer, Ed
Address: 4600 Hilltop Road

Soquel, CA, 95073
USA

Trip Information

Destination: Portland, Oregon, USA
Departure Date: 2/21/2010
Return Date: 2/27/2010
Travel Auth Num: T09-0561
Travel Purpose: Attend AGU/ASLO/TOS Ocean Sciences Mtg

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: $300.00	$300.00
Lodging	Days: 5	Cost/Day: $200.00	$1,000.00
Personal Car	Miles: 80	Cost/Mile: $0.5500	$44.00
Other Transport	1	Amount: $100.00	$100.00
Meals	Days: 6	Cost/Day: $50.00	$300.00
Registration/Conference Fees	1	Amount: $250.00	$250.00
		Total Budgeted Items:	$1,994.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900900.00-Ocean Chem Greenhous Gas	5030-000-Conference Fees/Registrat	(none)	$250.00
900900.00-Ocean Chem Greenhous Gas	5500-000-Travel - Domestic	(none)	$1,744.00
		Total Budget:	$1,994.00

Cash Advance

Requested Amount: $200.00

3rd Party Reimbursement

Reimburser:

Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $1,994.00 Expenses: $2,331.86

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
12/10/2009	Credit Card	Ocean Sciences Mtg in Portland, OR	$240.20	$0.00	$240.20	
2/19/2010	Credit Card	Early bird check-in.	$10.00	$0.00	$10.00	
2/19/2010	Credit Card	Early-bird check-in	$10.00	$0.00	$10.00	
				Category Total:	$260.20	

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
2/28/2010	Credit Card	The Hilton Hotels	$870.78	$0.00	$870.78	
				Category Total:	$870.78	

Category: Personal Car

Tran Date	How Paid	Description	Quantity	Cost	Personal Amount	Total	Receipt
2/21/2010	Out of Pocket	Soquel to SJC	Miles: 37.1	Cost/Mile ($):0.5000	$0.00	$18.55	
2/27/2010	Out of Pocket	SJC to Soquel	Miles: 37.1	Cost/Mile ($):0.5000	$0.00	$18.55	
					Category Total:	$37.10	

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
2/21/2010	Credit Card	Cab from airport to hotel	$40.00	$0.00	$40.00	
2/25/2010	Out of Pocket	Cab from hotel to restaurant	$16.00	$0.00	$16.00	
2/25/2010	Out of Pocket	Cab from restaurant to hotel	$15.00	$0.00	$15.00	
2/27/2010	Out of Pocket	Shuttle from hotel to airport	$14.00	$0.00	$14.00	

2/27/2010	Credit Card	Parking at SJC	$90.00	$0.00	$90.00	
				Category Total:	$175.00	

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
2/21/2010	Out of Pocket	Snack	$3.25	$0.00	$3.25	
2/22/2010	Credit Card	Lunch with Bill Kirkwood	$23.23	$0.00	$23.23	
2/22/2010	Out of Pocket	Breakfast	$4.25	$0.00	$4.25	
2/23/2010	Credit Card	Dinner with Bill Kirkwood and Thom Maughan	$112.85	$32.00	$80.85	
2/24/2010	Credit Card	Dinner w Bill Kirkwood & Thom Maughan	$183.25	$25.75	$157.50	
2/24/2010	Out of Pocket	Breakfast	$4.25	$0.00	$4.25	
2/26/2010	Credit Card	Lunch w Bill Kirkwood	$30.00	$0.00	$30.00	
2/26/2010	Credit Card	Dinner w Thom Maughan	$90.00	$7.00	$83.00	
2/27/2010	Out of Pocket	Breakfast	$3.70	$0.00	$3.70	
2/27/2010	Out of Pocket	Snack	$3.25	$0.00	$3.25	
2/28/2010	Credit Card	The Hilton Hotels	$40.00	$0.00	$40.00	
2/28/2010	Credit Card	The Hilton Hotels	$45.50	$0.00	$45.50	
				Category Total:	$478.78	

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/22/2009	Credit Card	Abstract for Peter Brewer's invited talk at Ocean	$60.00	$0.00	$60.00	
10/1/2009	Credit Card	Abstract fee	$60.00	$0.00	$60.00	
12/8/2009	Credit Card	Registration for Ocean Sciences meeting in Portlan	$390.00	$0.00	$390.00	
				Category Total:	$510.00	

Assignments

Project	Account	Reference Number	Total
900900.00-Ocean Chem Greenhous Gas	5030-000-Conference Fees/Registrat	(none)	$510.00

900900.00-Ocean Chem Greenhous Gas	5500-000-Travel - Domestic	(none)	$1,821.86
		Total:	$2,331.86

Reimbursements

Actual Cash Advance:	$200.00
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:	$100.80
Personal Amount:	-$64.75
Cash Advance:	-$200.00
Amount Due Traveler:	**($163.95)**