Information from Approved Travel Request

Traveler

Name:	Xin, Zhang
Address:	7700 Sandholdt Road Moss Landing, CA, 95039 USA

Trip Information

Destination:	San Francisco, CA, USA
Departure Date:	12/13/2009
Return Date:	12/18/2009
Travel Auth Num:	T09-0638
Travel Purpose:	To attend the 2009 AGU meeting

Budget Items

Category	Quantity	Cost	Total
Lodging	Days: 5	Cost/Day: $104.00	$520.00
Registration/Conference Fees	1	Amount: $410.00	$410.00
		Total Budgeted Items:	$930.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
220000.00-Research	5030-000-Conference Fees/Registrat	(none)	$410.00
220000.00-Research	5500-000-Travel - Domestic	(none)	$520.00
		Total Budget:	$930.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:

Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $930.00 Expenses: $2,921.07

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
12/13/2009	Out of Pocket	Air China	$1,678.05	$0.00	$1,678.05	
				Category Total:	$1,678.05	

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
12/19/2009	Credit Card	Holiday Inn	$742.10	$0.00	$742.10	
				Category Total:	$742.10	

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
12/10/2009	Out of Pocket	Airport shuttle	$44.00	$0.00	$44.00	
12/18/2009	Out of Pocket	Airport shuttle	$14.00	$0.00	$14.00	
				Category Total:	$58.00	

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
12/14/2009	Out of Pocket	Lunch	$18.00	$0.00	$18.00	
12/18/2009	Out of Pocket	Lunch	$7.61	$0.00	$7.61	
12/19/2009	Out of Pocket	Lunch	$7.31	$0.00	$7.31	
				Category Total:	$32.92	

Category: Registration/Conference Fees

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
11/3/2009	Credit Card	AGU Registration fees for Xin Zhang	$410.00	$0.00	$410.00	
				Category Total:	$410.00	

Assignments

Project	Account	Reference Number	Total
220000.00-Research	5030-000-Conference Fees/Registrat	(none)	$410.00

220000.00-Research	5530-000-Travel - Foreign	(none)	$1,678.05
900900.00-Ocean Chem Greenhous Gas	5530-000-Travel - Foreign	(none)	$90.92
		Total:	$2,178.97

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

Please mail check to: Xin Zhang Key Lab of Marine Geology and Environment Institute of Oceanology Chinese Academy of Sciences 7 Nanhai Road Qingdao, Shandong 266071, PR China

Auditor Remarks

Amount Due Traveler

Cash Expenses:	$1,768.97
Personal Amount:	-$0.00
Cash Advance:	-$0.00
Amount Due Traveler:	**$1,768.97**