Information from Approved Travel Request

Traveler

Name: Brewer, Peter G.

Address: MBARI
7700 Sandholdt Rd.
Moss Landing, CA, 95039
USA

Trip Information

Destination: Atlanta, GA, USA
Departure Date: 1/27/2010
Return Date: 1/29/2010
Travel Auth Num: T10-0048
Travel Purpose: To attend a MHAC meeting

Budget Items

Category	Quantity	Cost	Total
Lodging	Days: 2	Cost/Day: $130.00	$260.00
		Total Budgeted Items:	$260.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900900.00-Ocean Chem Greenhous Gas	5500-000-Travel - Domestic	(none)	$260.00
		Total Budget:	$260.00

Cash Advance

Requested Amount: $0.00

3rd Party Reimbursement

Reimburser:
Amount: $0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: $260.00 Expenses: $264.50

Category: Lodging

Comment: A copy of the lodging receipt has been submitted because expenses were covered by a third party.

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
1/29/2010	Credit Card	Hampton Inn Atlanta Downtown	$264.50	$0.00	$264.50	
				Category Total:	$264.50	

Assignments

Project	Account	Reference Number	Total
900900.00-Ocean Chem Greenhous Gas	5500-000-Travel - Domestic	(none)	$264.50
		Total:	$264.50

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

Peter has received his reimbursement check for his travel expenses so he has written a personal check for $264.50 to MBARI.

Auditor Remarks

Amount Due Traveler

Cash Expenses: $0.00
Personal Amount: -$0.00
Cash Advance: -$0.00

Amount Due Traveler: $0.00