

Information from Approved Travel Request

Traveler

Name: Brewer, Peter G.
Address: MBARI
7700 Sandholdt Rd.
Moss Landing, CA, 95039
USA

Trip Information

Destination: Washington, DC, USA
Departure Date: 6/14/2010
Return Date: 6/17/2010
Travel Auth Num: T10-0187
Travel Purpose: To attend a MEDEA meeting – All travel costs will be reimbursed.

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: \$632.00	\$632.00
Total Budgeted Items:			\$632.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900900.00-Ocean Chem Greenhous Gas	5500-000-Travel - Domestic	(none)	\$632.00
Total Budget:			\$632.00

Cash Advance

Requested Amount: \$0.00

3rd Party Reimbursement

Reimburer:
Amount: \$0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: \$632.00 Expenses: \$1,340.91

Category: Airfare

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
3/29/2010	Credit Card	United Airlines	\$631.78	\$0.00	\$631.78	
6/19/2010	Credit Card	United Airlines fee	\$6.00	\$0.00	\$6.00	
Category Total:					\$637.78	

Category: Lodging

Comment: A copy of the hotel receipt was submitted because the original was submitted to a third party for reimbursement.

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
6/17/2010	Credit Card	Embassy Suites	\$650.63	\$0.00	\$650.63	
Category Total:					\$650.63	

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
6/15/2010	Credit Card	United Airlines snack charge	\$9.00	\$0.00	\$9.00	
6/17/2010	Credit Card	Embassy Suites	\$13.55	\$0.00	\$13.55	
Category Total:					\$22.55	

Category: Telephone

Comment: The costs below are for internet charges in the hotel.

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
6/17/2010	Credit Card	Embassy Suites	\$29.95	\$0.00	\$29.95	
Category Total:					\$29.95	

Assignments

Project	Account	Reference Number	Total
900900.00-Ocean Chem Greenhous Gas	5500-000-Travel - Domestic	(none)	\$1,340.91
Total:			\$1,340.91

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

Amount Due Traveler: \$0.00