

Information from Approved Travel Request

Traveler

Name: Henthorn, Rich
Address: MBARI
7700 Sandholdt Rd.
Moss Landing, CA, 95023
USA

Trip Information

Destination: Seattle, Washington, USA
Departure Date: 9/20/2010
Return Date: 9/23/2010
Travel Auth Num: T10-0489
Travel Purpose: IEEE/MTS Oceans Conference

Budget Items

Category	Quantity	Cost	Total
Airfare	1	Amount: \$200.00	\$200.00
Lodging	Days: 3	Cost/Day: \$255.00	\$765.00
Other Transport	1	Amount: \$60.00	\$60.00
Meals	Days: 4	Cost/Day: \$60.00	\$240.00
Registration/Conference Fees	1	Amount: \$600.00	\$600.00
Total Budgeted Items:			\$1,865.00

Assignments (After Reimbursement)

Project	Account	Reference Number	Total
900907.00-Seismic Refrctn Tomogrphy	5030-000-Conference Fees/Registrat	(none)	\$600.00
900907.00-Seismic Refrctn Tomogrphy	5500-000-Travel - Domestic	(none)	\$1,265.00
Total Budget:			\$1,865.00

Cash Advance

Requested Amount: \$0.00

3rd Party Reimbursement

Reimbursing:
Amount: \$0.00

Traveler Remarks

Expense Report Information

Grand Totals: Budget: \$1,865.00 Expenses: \$915.43

Category: Lodging

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/24/2010	Credit Card	Hotel.	\$770.43	\$0.00	\$770.43	
Category Total:					\$770.43	

Category: Other Transport

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/20/2010	Credit Card	Airport to downtown on light rail.	\$5.00	\$0.00	\$5.00	
9/23/2010	Credit Card	Downtown to airport on light rail.	\$2.50	\$0.00	\$2.50	
Category Total:					\$7.50	

Category: Meals

Tran Date	How Paid	Description	Cost	Personal Amount	Total	Receipt
9/20/2010	Credit Card	Dinner on Monday	\$28.00	\$0.00	\$28.00	
9/21/2010	Credit Card	Breakfast on Tuesday.	\$26.05	\$0.00	\$26.05	
9/21/2010	Credit Card	Dinner Tuesday.	\$44.45	\$0.00	\$44.45	
9/22/2010	Credit Card	Breakfast Wednesday.	\$8.62	\$0.00	\$8.62	
9/23/2010	Credit Card	Lunch Thursday.	\$9.66	\$0.00	\$9.66	
9/23/2010	Credit Card	Breakfast Thursday.	\$20.72	\$0.00	\$20.72	
Category Total:					\$137.50	

Assignments

Project	Account	Reference Number	Total
900907.00-Seismic Refrctn Tomography	5500-000-Travel - Domestic	(none)	\$915.43

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