



Foreign Travel Expense Report

Accounting Use Only (v.062911)

TER No: _____

FTMS No: _____

GL Code: **56102**

Charge No: **19-7453**

DATE: From: **9/20/2011**
 To: **9/25/2011**

Travel Dates

EMPLOYEE INFORMATION:

Name: **John Doe**
 Dept: **SIMES**
 Phone: **4387**

PREPARED BY (if different from traveler):

Name: _____ Ext: _____

PAYMENT DISTRIBUTION

Direct Deposit (FOR SLAC PAYROLL DIRECT DEPOSIT ONLY)
 Mail to Address → _____
 Hold for Pickup (employees are encouraged to choose one of the options above)
 Other (specify) _____

PURPOSE: **Resonant Elastic Soft X-ray Scattering measurements of a (Pr,Ca)MnO3 sample at BESSY beamline UE46-SGM**

- Please check here if you used the Department Amex Card
- Please check here if you had personal travel. Please verify that personal travel expenses are not claimed
- Please check here if this is a follow-on expense report

Convert all foreign currencies to US Dollars

Meals & Incidental Expense Rates

Date	Location	Personal Car Miles	Mileage (7/1/11=\$0.555/mile)	Taxi/Bus/Shuttle/Train	Airfare	Agency Fee	Car Rental	Lodging	Meals & Incidental Expense Per Diem	Phone/Internet	Parking	Misc.	Total	Notes
09/20/11	travel to Berlin	19.00	\$ 10.55		\$ 1,529.80	\$ 6.00			\$ 127.50				\$ 1,673.85	
09/21/11	Berlin		\$ -	\$ 58.45				\$ 25.35	\$ 170.00				\$ 253.80	
09/22/11	Berlin		\$ -					\$ 25.35	\$ 170.00				\$ 195.35	
09/23/11	Berlin		\$ -					\$ 25.35	\$ 170.00				\$ 195.35	
09/24/11	Berlin		\$ -					\$ 25.35	\$ 170.00				\$ 195.35	
09/25/11	travel to SFO	19.00	\$ 10.55	\$ 59.15					\$ 127.50		\$ 78.78		\$ 275.98	
Total		38.00	\$ 21.09	\$ 117.60	\$ 1,529.80	\$ 6.00	\$ -	\$ 101.40	\$ 935.00	\$ -	\$ 78.78	\$ -	Total \$ 2,789.67	

Go to the Following Link to download the (FTR) Foreign Travel Expense Report
Fill this form out and print

<http://www.group.slac.stanford.edu/ocfo/travel/foreignTravel.html>

Enter the number of meals provided by others or included in the registration

Meal	Number	Dates
Breakfast		
Lunch		
Dinner		

Accounting Use Only

SLAC Pays Traveler _____
 SLAC Pays Department Card _____

Traveler hereby certifies that, except as otherwise noted, the information submitted on this expense report reflects only expenses incurred by the traveler during official business of SLAC National Accelerator Laboratory on the dates shown. The Travel Expense Report reflects all discounts, reductions, trade-ins, or offsets whatsoever, which reduce the expense actually incurred.

John Doe ←

Traveler's Signature

Nancy M. Kaffen
 Business Manager Approval

NOTES:

Accounting Approval

STEP 1: Provide all expenses on the FTR and attach receipts.



Travel Breakdown





Mark Burkhardt <mhbukhardt@gmail.com>

Trip Receipt - BURKHARDT - Berlin 9/20/11

1 message

Orbitz For Business Traveler Care <customerservice@orbitzforbusiness.net>
To: "Mr Mark Hutcheson, Burkhardt" <markb2@slac.stanford.edu>

Mon, Sep 12, 2011 at 2:32 PM



E-mail Itinerary

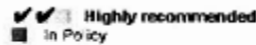
This message has been sent from Orbitzforbusiness.net

Berlin 9/20/11

This trip includes flights.
Reservation Made: 09/12/11

Flight reservation

Orbitz record locator: AP270601SJ93CKMJ
Airline record locator: Continental Airlines - D1NH23
Reservation made by: markb2@slac.stanford.edu
Ticket numbers: 0057995216002
Total flight cost: \$1,535.80 USD



Traveler(s) **John Doe** Frequent flier details United Airlines Mileage Plus 03278178969

Leave Tuesday, September 20, 2011

Continental Airlines 8828 Economy | Airbus Industrie A380-800 (388) | 10hr 45min | 5685 miles

Operated by: DEUTSCHE LUFTHANSA AG -- LH 455. Please check in with the operating carrier.

Depart: 2:29pm San Francisco, CA San Francisco International (SFO)
Arrive: 10:05am Frankfurt, Germany Frankfurt International (FRA)

Your flight is confirmed. The airline will assign seats at check-in or you may [select seats](#).

Change planes. Time between flights: 1hr 35min

Continental Airlines 8974 Economy | Airbus Industrie A321 (321) | 1hr 5min | 268 miles

Operated by: DEUTSCHE LUFTHANSA AG -- LH 180. Please check in with the operating carrier.

Depart: 11:46am Frankfurt, Germany Frankfurt International (FRA)
Arrive: 12:45pm Berlin, Germany Berlin Tegel (TXL)

Your flight is confirmed. The airline will assign seats at check-in or you may [select seats](#).

This is an overnight flight.

Total duration: 13hr 25min | Total miles: 5953 miles

Return Sunday, September 25, 2011

Continental Airlines 7720 Economy | Airbus Industrie A319 (319) | 2hr 0min | 579 miles

Operated by: BMI -- BD 840. Please check in with the operating carrier.

Depart: 7:25am Berlin, Germany Berlin Tegel (TXL)
Arrive: 8:25am London, United Kingdom London Heathrow (LHR)

Your flight is confirmed. The airline will assign seats at check-in or you may [select seats](#).

Change planes. Time between flights: 2hr 10min

Continental Airlines 955 Economy | Boeing 777 (777) | 11hr 4min | 5358 miles

Operated by: UNITED AIRLINES INC. -- UA 955. Please check in with the operating carrier.

Depart: 10:35am London, United Kingdom London Heathrow (LHR)
Arrive: 1:39pm San Francisco, CA San Francisco International (SFO)

Seat: 38G | Your flight is confirmed. Seat is confirmed. You may [review seats](#).

Total duration: 15hr 14min | Total miles: 5937 miles

Cost summary and billing information

Airfare Receipt

Flight cost summary

Airfare, <input type="text" value="John Doe"/>	\$1,529.80
Orbitz for Business fees	
Online transaction fee	\$6.00
Total	\$1,535.80 USD



Billing information

Card holder's Name:
Mark H Burkhardt

Card type:
American Express

Card number:
xxxxxxxxxxxx1001



Payment Option –
Showing Last 4-
digits of the Credit
Card Number

To contact Orbitz for Business Team immediately please call [1-877-672-4891](tel:1-877-672-4891), or [1-312-469-1956](tel:1-312-469-1956) from outside of the US. Our Customer Service Center is open 24 hours a day, 7 days a week.

Airfare Receipt

Helmholtz-Zentrum Berlin für Materialien und Energie GmbH | Hahn-Meitner-Platz 1 | 14109 Berlin

Mr. John Doe at Stanford Institute - SIMES
Sand Hill Rd., MS 69
Menlo Park CA 94025
United States

BESSY II User Office

Albert-Einstein-Straße 15, 12489 Berlin
Tel. +49 30 8062 - 14732
Fax: +49 30 8062 - 14746
photons@helmholtz-berlin.de

Unser Zeichen: th
Bearbeiter/in: Daniela Theile
Berlin, 21.09.2011

Rechnung 20110646

Bei Überweisung bitte immer angeben:

Sehr geehrte Damen und Herren,

wir danken Ihnen für Ihren Besuch und berechnen wie folgt:

Übernachtungen

Anzahl	Beschreibung	Einzelpreis	MwSt. (%)	Gesamtpreis
1	Einzelzimmer 3.16.1	18,00 €	7	72,00 €

Buchungszeitraum: 21.09.2011 - 25.09.2011
Preis: 18,00 € pro Pers./Nacht
Anzahl der Übernachtungen: 4
Gastname: Mr. Mark Burkhardt

Summe Übernachtungen 72,00 €

MwSt.-Satz	Netto-Betrag	MwSt.-Betrag	Brutto-Betrag
7,0 %	67,29 €	4,71 €	72,00 €
Total	67,29 €	4,71 €	72,00 €

Gesamtsumme 72,00 €

Bitte überweisen Sie den Betrag unter Angabe der Rechnungsnummer bis zum 05.10.2011.

Mit freundlichen Grüßen


i.A. Daniela Theile

Banking Information:

Bank: Deutsche Bank AG · Address: Unter den Linden 13-15, 10117 Berlin, Germany
Bank Account Name: Helmholtz-Zentrum Berlin für Materialien und Energie GmbH
Account Number: 4 173 001 01 · Sort Code: 100 700 00 · SWIFT Code: DEUTDE33
IBAN Number: DE30 1007 0000 0417 3001 01 · UST-ID: DE 136 78 2754

Helmholtz-Zentrum Berlin für Materialien und Energie GmbH | Mitglied der Helmholtz Gemeinschaft Deutscher Forschungszentren e.V. | www.helmholtz-berlin.de

Convert Currency from Euro to USD using this
link: <http://www.oanda.com/currency/converter/>

Itemized Lodging Receipt

Quittung

über

Zahlstellenbuch-Nr.

008931

Euro

Cent

72, /

Betrag in Buchstaben

aus dem Betrag

von (Name und Anschrift des Zahlungspflichtigen)

M. Mark Burkhardt

132 Guest house

Grund der Einzahlung Invoice 2011 0646

Meinhold-Zentrum Berlin erhalten.
für Materialien und Energie GmbH
Unter den Eichen-Str. 15 · 12489 Berlin

Parking Receipt

Parking Receipt

ANZA PARKING

Register 13 Sequence 1976

Credit Card Purchase

Account XXXXXXXXXXXX 100 1

BURKHARDT /MH

From 11:58 September 20, 2011

To 14:24 September 25, 2011

Elapsed time: 5 day(s),

2 hour(s), 26 minute(s)

For \$78.78

Includes \$8.28 tax

Tax includes fuel and airport access charge.

Thank you

14-24 25SEP11 613 1976 CHG: \$78.50 TX: \$8.28 TL: \$78.78 ANZA PARKING



615 Airport Boulevard, Burlingame, CA 94010
(650) 348-8800 • Fax (650) 348-9198

RECEIPT

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Taxi Receipts



030 21 01 01

Infos zum
TeleBooking
siehe Rückseite

QUITTUNG RECEIPT



TAXI BERLIN
030 20 20 20

Kunde / Passenger

Fahrt von / Pickup

Gen.-Nr. Inkasso Rechnungsfahrt / Invoice #

Fahrt nach / Destination

Konz.-Nr. / Cab # **4943**

Stadtfahrt / City ride

Stempel & St.-Nr. (Taxischwarz) / Stamp & Tax # Company
Kant 420-Taxi-GmbH
Kantstr 126
101625 Berlin
St.Nr. 27/449/05497
Tel.: 0177 / 472 11 70

Gesamtpreis inkl. 7 % MwSt. 41,50 EUR
Amount of Fare incl. % Tax EUR

Unterschrift Fahrgast / Passenger Signature

Unterschrift Fahrer / Driver Signature

Vielen Dank für Ihren Auftrag. Thank you for your business.

- Berliner Flughäfen
- BVG
- DB
- S-Bahn Berlin
- Verkehrsverbund Berlin-Brandenburg
- TAXI BERLIN 030 20 20 20
- Berlin Marketing Center
- Messe Berlin
- ...
- DEHOGA
- Gelbe Seiten

WILL sind Partner von fezz & schauze - die Berliner Freizeitschickschneise

Arbeitsgemeinschaft der Berliner Taxizentralen

Quittung

Datum: **25.09.11**

Kunde:

Uhrzeit:

Gen.-Nr. Inkasso / Rechnungsfahrt

von:

Konz.-Nr.: **503**

nach:

Gesamtpreis inkl. 42,- Euro
% MwSt. Euro

Unterschrift Fahrgast:

Stempel & St.-Nr. / Unterschrift Taxiunternehmen:
Samad Maroufian
Taxi-Fahrer
Jachowenstraße 58

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