

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Bartelt, Da

Dana

A

Travel To (Destination)

Travel Begin Date & Time

Travel End Date & Time

Copenhagen, Denmark

March 4, 2012

March 10, 2012

Purpose of travel advance

Preplanning for student excursion in ARC and LAR (and maybe others) to Royal Danish Academy of Art and Gehl Architects

Total number of students/staff/faculty travel advance will support

Estimated Travel Advance

Entrance fees	500
Ground Transportation	86
Meals per subsistence rates	964
Other Travel Expenses	500

Tips

Total Advance Received

2,050

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	0	\$ -
Lunch	\$ 10.45	5	\$ 52.25
Dinner	\$ 20.30	6	\$ 121.80

\$ 174.05

Number of travelers

1

174

Convert to DKK

964

DKK

Traveler's signature indicates that he/she certifies the information provided in this request is true and accurate. Travel receipts must be submitted to the Prague Institute Budget Office to reconcile against travel advance within 3 working days after trip. Traveler will return remaining funds and will be reimbursed for additional expenditures exceeding advance.

Traveler Certification (Signature/Date):

Dana Bartelt 1/3/12

Director Certification (Signature/Date):

Dana Bartelt 1/3/12

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

2,050 DKK (6909 CZK)

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):