

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		Travel Subsistence Rates as of 7/14/2011			
Entrance fees	500		Amount US\$	# of meals	Total
Ground Transportation	86	Breakfast	\$ 8.00	0	\$ -
Meals per subsistence rates	964	Lunch	\$ 10.45	5	\$ 52.25
Other Travel Expenses	500	Dinner	\$ 20.30	6	\$ 121.80
Tips					
Total Advance Received	2,050				

Number of travelers

\$ 174.05
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):