

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Hanson Henry

Travel To (Destination)

Berlin Excursion March 2012

Travel Begin Date & Time

March 22nd 8am

Travel End Date & Time

March 25th 8pm

Purpose of travel advance

Per diem

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

TOTAL # 1

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates

123

Other Travel Expenses

Tips

Total Advance Received

123

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00		\$ -
Lunch	\$ 10.45	4	\$ 41.80
Dinner	\$ 20.30	4	\$ 81.20

\$ 123.00

Number of travelers

1

123

Convert to CZK or Euro

Ouanda's rate
21.03.2012

2280 CZK

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):

Director Certification (Signature/Date):

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

123

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):