

30-04-2012

Traveler's Name (Last/First/Middle)

Dana Bartelt

Travel To (Destination)

Cesky Krumlov

Travel Begin Date & Time

13-16.4.12

Travel End Date & Time

Purpose of travel advance

student excursion to Cesky Krumlov.
Had to stay extra day with sick student.

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

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates

Other Travel Expenses

Tips

Total Advance Received

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	4	\$ 32.00
Lunch	\$ 10.45	4	\$ 41.80
Dinner	\$ 20.30	4	\$ 81.20

\$ 155.00

Number of travelers

0

0

Convert to CZK or Euro

2905 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):

Dana Bartelt 30.4.12

Director Certification (Signature/Date):

Dana Bartelt 30.4.12

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

0

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):