

11-06-2012

NC STATE UNIVERSITY

Dana

## Prague Institute Travel Reimbursement Form

Traveler's Name (Last/First/Middle)

Dana Bartelt

Travel To (Destination)

Travel Begin Date &amp; Time

Travel End Date &amp; Time

South Bohemia Excursion

0800 June 8-2100 June 10

Purpose of travel

Excursion for general Studies and International Studies students to Ceske Budejovice, Cesky Krumlov and Hluboka June 8-10

## Total of actual Travel Expenditures

Entrance fees	
Lodging	
Meals per subsistence rates	1,890
Other Travel Expenses	
Tips	
Transportation	
Total of expenditures	1,890

## Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of days	Total
Breakfast	\$ 8.00		\$ -
Lunch	\$ 10.45	3	\$ 31.35
Dinner	\$ 20.30	3	\$ 60.90

Total \$ 92.25

Conversion rate (CZK or Euro)

1890czk

Traveler's signature indicates that he/she certifies the information provided in this reimbursement is true and accurate. Travel receipts must be submitted to the Prague Institute Budget Office for reimbursement within 3 working days after travel.

Traveler Certification (Signature/Date):

Dana Bartelt 11.6.12

Director Certification (Signature/Date):

Dana Bartelt 11.6.12