

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Dana Bartelt

Travel To (Destination)

NC STATE UNIVERSITY

Travel Begin Date & Time

Travel End Date & Time

Rome Preplanning Excursion

Purpose of travel advance

July 16, 2012

July 23, 2012

Per diem

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

1

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates

Other Travel Expenses

Tips

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	0	\$ -
Lunch	\$ 10.45	7	\$ 73.15
Dinner	\$ 20.30	7	\$ 142.10

Number of travelers

\$ 215.25

1

215

Convert to CZK

4,519

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 July 23, 2012

Director Certification (Signature/Date):

Bartelt July 23, 2012

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Dana Bartelt July 23, 2012

Director Certification (Signature/Date):

Dana Bartelt July 23, 2012

$$165 \text{ €} + 250 \text{ €} + 300 \text{ €} = 715 \text{ € TOTAL}$$