Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Manuela Fugenzi

Travel To (Destination)	Travel Begin Date & Time	Travel End Date & Time
Rome Planning trip	July 18, 2012 10pm	July 23 2pm

Purpose of travel advance

Per diem

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

Estimated Travel Advance	
Entrance fees	
Ground Transportation	
Meals per subsistence rates	20
Other Travel Expenses	
Tips	
Total Advance Received	20

Travel Subsistence Rates as of 7/14/2011

	Amount US$	# of meals	Total
Breakfast	$ 8.00	7	$ 56.00
Lunch	$ 10.45	7	$ 73.15
Dinner	$ 20.30	6	$ 121.80

$ 250.95

Number of travelers 1

251

Convert to Euro € 205

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):

Manuela F 23.7.12

Director Certification (Signature/Date):

Dana Bartolo 23 July 2012

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received 20

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):