

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Dana Bartelt

Travel To (Destination)

Travel Begin Date & Time

Travel End Date & Time

Berlin

Nov 1- 2012 0750

Nov 4 /2012 11:00:00 PM

Purpose of travel advance

Accompany ARC studio students on excursion to berlin nov 1-4, 2012

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

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates

121

Other Travel Expenses

Tips

Total Advance Received

121

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

121 euro

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

5.11.12

Director Certification (Signature/Date):

Dana Bartelt

5.11.12

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

NA

Total amount of receipts

NA

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):