

21-03-2013

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Dana Bartelt

Travel To (Destination)

Berlin

Travel Begin Date & Time

14.3.2013 8:29:00 AM

Travel End Date & Time

17.3.2013 11:46pm

Purpose of travel advance

per diem for Berlin excursion

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

Estimated Travel Advance

Entrance fees	
Ground Transportation	
Meals per subsistence rates	120 euro
Other Travel Expenses	
Tips	
Total Advance Received	120 euro

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

Number of travelers

\$ 155.00

0

0

Convert to Euro

120

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 17.3.13

Director Certification (Signature/Date):

Dana Bartelt 17.3.13

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

0

Total amount of receipts

NA

Difference (amount returned)

NA

Difference (amount due traveler)

NA

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):