REIMBURSMENT DATE

2 4 03 2013

NC STATE UNIVERSITY

Prague Institute Travel Advance & Reconcilation Form

Traveler's Name (Last/First/Middle)		
Daniel Rektorik		
Travel To (Destination)	**Travel Begin Date & Time**	**Travel End Date & Time**
Berlin	14.3.2013 8:29:00 AM	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

$ 155.00

Number of travelors 0

0

Convert to ~~CZK~~ or 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):

17.3.2013

Director Certification (Signature/Date):

17.3.2013

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):