

PER DIEM PARIS

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

TACHEZY Andrea

Travel To (Destination)

PARIS

Travel Begin Date & Time

21.03.2013 - 5 AM

Travel End Date & Time

24.03.2013 - 10:30 PM

Purpose of travel advance

Travel Subsistence

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

Estimated Travel Advance

Entrance fees	
Ground Transportation	
Meals per subsistence rates	100
Other Travel Expenses	
Tips	
Total Advance Received	100

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	1	\$ 8.00
Lunch	\$ 10.45	4	\$ 41.80
Dinner	\$ 20.30	4	\$ 81.20

Number of travelers

\$ 131.00
0
0

Convert to CZK or Euro

EURO 100

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):

Tachery 21.3.2013

Director Certification (Signature/Date):

Dana BARTON 25.3.2013

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

0

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):