

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Dana Bartelt

Travel To (Destination)

Copenhagen

Travel Begin Date & Time

4:30am April 4 2013

Travel End Date & Time

April 7, 2013

Purpose of travel advance

per diem for Copenhagen excursion LAR students

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 travelers

895 DKK
Convert to Euro

DKK
895 =

120 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 7/4/13

Director Certification (Signature/Date):

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):