

# Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Henry Hanson

Travel To (Destination)

Travel Begin Date & Time

Travel End Date & Time

Copenhagen

4:30am April 4 2013

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

895 DKK =

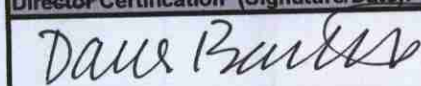
120 Euro

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):

 7/4/13

Director Certification (Signature/Date):

 7/4/13

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):