

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Jim Anderson

Travel To (Destination)

Rome

Travel Begin Date & Time

9:30am April 11, 2013

Travel End Date & Time

April 14, 2013

Purpose of travel advance

per diem for Rome excursion Photography students

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

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates

113 euro

Other Travel Expenses

Tips

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	3	\$ 24.00
Lunch	\$ 10.45	4	\$ 41.80
Dinner	\$ 20.30	4	\$ 81.20

Total Advance Received

113 Euro

Number of travelers

\$ 147.00

0

0

Convert to Euro

113 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):

Jim Anderson 4/7/13

Director Certification (Signature/Date):

Dave Barker 4/7/13

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):