

# Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Dana Bartelt

Travel To (Destination)

Travel Begin Date & Time

Travel End Date & Time

Venice

28 April 2013 9am

3 May 4:40pm

Purpose of travel advance

per diem for Venice Planning trip

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

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates 159 euro

Other Travel Expenses

Tips

Total Advance Received

159 euro

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	5	\$ 40.00
Lunch	\$ 10.45	6	\$ 62.70
Dinner	\$ 20.30	5	\$ 101.50

Number of travelers

\$ 204.20

1

204

Convert to CZK or Euro

159

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*

17. May 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):