

# 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

Cesky Krumlov

24 May, 2013 8am

26 May 9:30pm

Purpose of travel advance

per diem for Cesky Krumlov student excursion, accompanying 47 students and 5 faculty

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

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates

2,114

Other Travel Expenses

Tips

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	2	\$ 16.00
Lunch	\$ 10.45	3	\$ 31.35
Dinner	\$ 20.30	3	\$ 60.90

Total Advance Received

2114 czk

Number of travelers

\$ 108.25

1

Convert to CZK

2,114

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 27 May 2013

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):