Prague Institute Travel Advance & Reconcilation 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 forCesky Krumlov student excursion, accompanying 47 sudents and 5 faculty

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

Estimated Travel Advance

Estimated Travel Advance	
Entrance fees	
Ground Transportation	
Meals per subsistence rates	2,114
Other Travel Expenses	
Tips	
Total Advance Received	2114 czk

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

	$ 108.25
Number of travelors	1
Convert to CZK	2,114

Traveler Certification (Signature/Date):

Dana Bartlt   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):