# Prague Institute Travel Advance & Reconcilation Form

| Traveler's Name (Last/First/Middle) | | |
|---|---|---|
| ADAM GEBRIAN | | |
| **Travel To (Destination)** | **Travel Begin Date & Time** | **Travel End Date & Time** |
| COPENHAGEN, DENMARK | 09.19.2013 AT 7:10AM | 09.22.2013 AT 21:15 |

**Purpose of travel advance**

student excursion to Copenhagen

**Total number of students/staff/faculty travel advance will support** 23

**Estimated Travel Advance**

| | |
|---|---|
| Entrance fees | |
| Ground Transportation | |
| Meals per subsistence rates | €101 |
| Other Travel Expenses | |
| Tips | |
| | |
| | |
| | |
| | |
| **Total Advance Received** | €101 |

**Travel Subsistence Rates as of 7/14/2011**

| | Amount US$ | # of meals | Total |
|---|---|---|---|
| Breakfast | $ 8.20 | 1 | $ 8.20 |
| Lunch | $ 10.70 | 4 | $ 42.80 |
| Dinner | $ 20.90 | 4 | $ 83.60 |
| | | | |

**$ 134.60**

**Number of travelors** 0

0

**Convert to CZK or Euro** **EURO 101**

753DKK

**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):**

19 Sept 2013

**Director Certification (Signature/Date):**

19 Sept 2013

**Date travel advanced reconciled - signed and attached to receipts**

**Amount of advance received** 0

**Total amount of receipts** _____

**Difference (amount returned)**

**Difference (amount due traveler)**

**Traveler Certification (Signature/Date):**

**Director Certification (Signature/Date):**