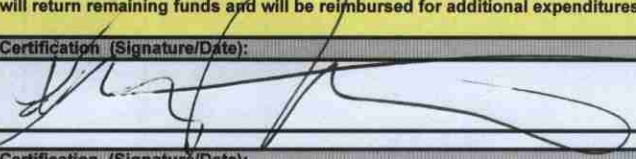


☒ Dana Cash

perdiem - Berlin
Tomas Bitnar
Student -
excursion
19-22.9.13

Prague Institute Travel Advance & Reconciliation Form			
Traveler's Name (Last/First/Middle)			
TOMAS BITNAR			
Travel To (Destination)	Travel Begin Date & Time	Travel End Date & Time	
BERLIN, GERMANY	09.19.2013 AT 8:29AM	09.22.2013 AT 21:26	
Purpose of travel advance			
Total number of students/staff/faculty travel advance will support			
Estimated Travel Advance		Travel Subsistence Rates as of 7/14/2011	
Entrance fees		Amount US\$	# of meals Total
Ground Transportation		Breakfast \$ 8.20	0 \$ -
Meals per subsistence rates	0	Lunch \$ 10.70	4 \$ 42.80
Other Travel Expenses		Dinner \$ 20.90	4 \$ 83.60
Tips			
Total Advance Received	0		
		Number of travelers	\$ 126.40
			0
			0
		Convert to CZK or Euro	95 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):			
 18/9/13			
Director Certification (Signature/Date):			
Dana Bitnar 18 Sept 2013			
Date travel advanced reconciled - signed and attached to receipts			
Amount of advance received 0			
Total amount of receipts			
Difference (amount returned) NA			
Difference (amount due traveler)			
Traveler Certification (Signature/Date):			
Director Certification (Signature/Date):			

2436 CZK.