☒ Dana Cosh
perdiem – Berlin
Tomas Bitnar
student - excursion
19 – 22.9.13

Prague Institute Travel Advance & Reconcilation 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	
Entrance fees	
Ground Transportation	
Meals per subsistence rates	0
Other Travel Expenses	
Tips	
Total Advance Received	0

Travel Subsistence Rates as of 7/14/2011

	Amount US$	# of meals	Total
Breakfast	$ 8.20	0	$ -
Lunch	$ 10.70	4	$ 42.80
Dinner	$ 20.90	4	$ 83.60

	$ 126.40
Number of travelors	0
	0
Convert to CZK or Euro	95 EURO

2436 CZK.

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 Bartak 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):