

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

DANA BARTELT

Travel To (Destination)

COPENHAGEN, DENMARK

Travel Begin Date & Time

09.19.2013 AT 7:10AM

Travel End Date & Time

09.22.2013 AT 23:10

Purpose of travel advance

excursion to Copenhagen w/ students

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

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates

135

Other Travel Expenses

Tips

Total Advance Received

135

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

Number of travelers

Convert to Danish Krone

119 DKK

\$ 134.80

+ 2203 CZK

0

0

753 DKK

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

19.9.13

Director Certification (Signature/Date):

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):