

☑ Dana

Prague Institute Travel Advance & Reconciliation Form			
Traveler's Name (Last/First/Middle)			
JIM ANDERSON			
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		Travel Subsistence Rates as of 7/14/2011	
Entrance fees		Amount US\$	# of meals
Ground Transportation			Total
Meals per subsistence rates	100	Breakfast \$ 8.20	1 \$ 8.20
Other Travel Expenses		Lunch \$ 10.70	4 \$ 42.80
Tips		Dinner \$ 20.90	4 \$ 83.60
Total Advance Received	100 €	Number of travelers <span style="font-size: 2em; vertical-align: middle;">753 DKK</span> <div style="display: inline-block; vertical-align: middle; text-align: right;">             \$ 134.60              0              0              EURO 101           </div>	
Traveler's signature indicates that he/she certifies the information provided in this request is true and accurate. Travel receipts 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):			
19/9/2013			
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):			