

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Dana Bartelt

Travel To (Destination)

Venice

Travel Begin Date & Time

October 2, 2013 5 Oct, 2013 20:55

Travel End Date & Time

Purpose of travel advance

per diem for Venice excursion with students

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

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates

101euro

Other Travel Expenses

Tips

Total Advance Received

101 euro

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	3	\$ 24.00
Lunch	\$ 10.45	3	\$ 31.35
Dinner	\$ 20.30	4	\$ 81.20

Number of travelers

\$ 136.55

1

Convert for Euro

101

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 2-10-13

Director Certification (Signature/Date):

[Signature] 7/10/13

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

0

Total amount of receipts

NA

Difference (amount returned)

NA

Difference (amount due traveler)

NA

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):