

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Dana Bartelt

Travel To (Destination)

London

Travel Begin Date & Time

Travel End Date & Time

October 16, 2013 5 Oct, 2013 20:55

Purpose of travel advance

per diem for pre-planning trip to London for UX Design Studio Spring semester 2014

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

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates

3056CZK

Other Travel Expenses

Tips

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	1	\$ 8.00
Lunch	\$ 10.45	5	\$ 52.25
Dinner	\$ 20.30	5	\$ 101.50

Number of travelers

\$ 161.75

1

Convert to CZK

3,056

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 16.10.13

Director Certification (Signature/Date):

[Signature] Oct 24/2013

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):