

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

BARTELT DANA

Travel To (Destination)

CESKY KRUMLOV

Travel Begin Date & Time

October 25, 2013

Travel End Date & Time

October 27, 2013

Purpose of travel advance

per diem for Cesky Krumlov excursion with all Fall Session students

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

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates

Other Travel Expenses

Tips

Total Advance Received

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	2	\$ 16.00
Lunch	\$ 10.45	3	\$ 31.35
Dinner	\$ 20.30	2	\$ 40.60

Number of travelers

\$ 87.95

0

0

Convert to CZK or Euro

CZK 1,635

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 28.10.13

Director Certification (Signature/Date):

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):

Director Certification (Signature/Date):