

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Benton Jones

Travel To (Destination)

Travel Begin Date & Time

Travel End Date & Time

Rome Planning trip

11/1/2013 0700AM

November 2, 2013 7PM

Purpose of travel advance

GLASS ROUTE 1-2.11.13

Per diem for accompanying students on the North Bohemia Glass route excursion

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

1,071

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	2	\$ 16.00
Lunch	\$ 10.45	2	\$ 20.90
Dinner	\$ 20.30	1	\$ 20.30

\$ 57.20

Number of travelers

12

686

Convert to Euro

1,071

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):

Benton Jones 31.10.13

Director Certification (Signature/Date):

Dana Burrows 31.10.13

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

23,000

Total amount of receipts

20844

attached

Difference (amount returned)

2156

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Benton Jones 4.11.13

Director Certification (Signature/Date):

Dana Burrows 4.12.13