

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Jana Jones

Travel To (Destination)

Travel Begin Date & Time

Travel End Date & Time

Glass Route excursion North Bohemia

11/1/2013 0700am

November 2, 2013 7pm

Purpose of travel advance

GLASS ROUTE 1-2.11.13

per diem for North Bohemia Glass excursion with students, assisting with translations

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

Estimated Travel Advance

Entrance fees	
Ground Transportation	
Meals per subsistence rates	1,071
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

1

Convert to Euro

1071 CZK

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):

Director Certification (Signature/Date):

Dana Bunker 31.10.13

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):

Jana Jones 4/11/13

Director Certification (Signature/Date):