

Traveler's Name (Last/First/Middle)

Lucie Tucna

Travel To (Destination)

Milan, Italy

Travel Begin Date & Time

Feb 23, 2012 11:15am

Travel End Date & Time

2/26/2012 19:20pm

Purpose of travel advance

Fashion studio excursion

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

15

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates 2317CZK

Other Travel Expenses

Tips

Total Advance Received

2317CZK

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	N/A		\$ -
Lunch	\$ 10.45	4	\$ 41.80
Dinner	\$ 20.30	4	\$ 81.20

\$ 123.00

Number of travelers

Convert to CZK or Euro

2317CZK

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):

Tucna

Director Certification (Signature/Date):

Danae Baums

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

1000Euros

Total amount of receipts

1154.35 EUROS

Difference (amount returned)

Difference (amount due traveler)

154.35 EUROS

(3915 CZK + 0,75EUR)

See attached

Traveler Certification (Signature/Date):

Tucna

Director Certification (Signature/Date):

Danae Baums 28.2.2012

see attached page (change from EUROS to CZK)