

# Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Sidorova Milota

Travel To (Destination)

Berlin Excursion March 2012

Travel Begin Date & Time

March 22nd 8am

Travel End Date & Time

March 25th 8pm

Purpose of travel advance

Per diem

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

TOTAL # 1

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates

123

Other Travel Expenses

Tips

Total Advance Received

123

Travel Subsistence Rates as of 7/14/2011

|           | Amount US\$ | # of meals | Total    |
|-----------|-------------|------------|----------|
| Breakfast | \$ 8.00     |            | \$ -     |
| Lunch     | \$ 10.45    | 4          | \$ 41.80 |
| Dinner    | \$ 20.30    | 4          | \$ 81.20 |

Number of travelers

\$ 123.00

1

123

Convert to CZK or Euro

Ouanda's rate  
21.03.2012

2280 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):

*Sidorova*

Director Certification (Signature/Date):

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

123

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):