

Traveler's Name (Last/First/Middle)		REIMBURSEMENT DATE	
Lucie Tucna		24-05-2012	
Travel To (Destination)	Travel Begin Date & Time	Travel End Date & Time	
Fibers Tour	May 24, 2012 0800	5/26/2012 19:20pm	
Purpose of travel advance			

Fibers studio excursion	
Total number of students/staff/faculty travel advance will support	20
Estimated Travel Advance	Travel Subsistence Rates as of 7/14/2011
Entrance fees	Amount US\$ # of meals Total
Ground Transportation	Breakfast N/A \$ -
Meals per subsistence rates 1420CZK	Lunch \$ 10.45 3 \$ 31.35
Other Travel Expenses	Dinner \$ 20.30 2 \$ 40.60
Tips	
Total Advance Received 17000	Number of travelers 0
	Convert to CZK or Euro 1420CZK

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 Baubis 22.5.2012

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received 17,000CZK

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):

Danae Baubis 22.5.2012