

# Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Jakub tesinsky

Travel To (Destination)

Travel Begin Date & Time

Travel End Date & Time

Mikulov ID Excursion

June 1, 2012 0800

June 3, 2012 19:20pm

Purpose of travel advance

ID studio excursion to Mikulov

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

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates 1450CZK

Other Travel Expenses

Tips

Total Advance Received

17,000

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	N/A		\$ -
Lunch	\$ 10.45	3	\$ 31.35
Dinner	\$ 20.30	2	\$ 40.60

Number of travelers

\$ 71.95

0

0

Convert to CZK or Euro

1450CZK

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):

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

17,000

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):

Dave Bauer

31.5.12