

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

REIMBURSEMENT DATE

ton Jones

24-05-2012

Travel To (Destination)

Travel Begin Date & Time

Travel End Date & Time

STATE UNIVERSITY

Glass Tour

May 25, 2012 0800

5/27/2012 2000pm

Purpose of travel advance

Fashion studio excursion

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

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates 1820CZK

Other Travel Expenses

ps

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	3	\$ 60.90

\$ 92.25

Number of travelers

0

0

Total Advance Received

17,000

Convert to CZK or Euro

1820CZK

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):

B. Jones

23.5.2012

Director Certification (Signature/Date):

Dana B...

23.5.2012

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

17,000

Total amount of receipts

12.267 CZK

Difference (amount returned)

4733

Difference (amount due traveler)

Traveler Certification (Signature/Date):

B. Jones

28.5.2012

Director Certification (Signature/Date):

Dana B...

31.5.2012