

# Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Michal Sverak

Travel To (Destination)

Travel Begin Date & Time

Travel End Date & Time

Copenhagen

October 18, 2012 1200

October 19, 2012

Purpose of travel advance

To conduct reconnaissance of available hostels

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

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates

Other Travel Expenses

Tips

Total Advance Received

1300

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	1	\$ 8.00
Lunch	\$ 10.45	2	\$ 20.90
Dinner	\$ 20.30	2	\$ 40.60

\$ 69.50

Number of travelers

0

0

Convert to CZK or Euro

1300 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):

SVERAK 19/10/12

Director Certification (Signature/Date):

Dave R. Banks 19/10/12

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

NA

Total amount of receipts

NA

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):