

## Prague Institute Travel Advance &amp; Reconciliation Form

Traveler's Name (Last/First/Middle)

Tomas Bitnar

Travel To (Destination)

Berlin

Travel Begin Date &amp; Time

November 1, 2013

Travel End Date &amp; Time

Nov 4, 2013 9pm

Purpose of travel advance

per diem for berlin excursion

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

## Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates 2,377

Other Travel Expenses

Tips

Total Advance Received

2,377

## Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	0	\$ -
Lunch	\$ 10.45	4	\$ 41.80
Dinner	\$ 20.30	4	\$ 81.20

\$ 123.00

Number of travelers

0

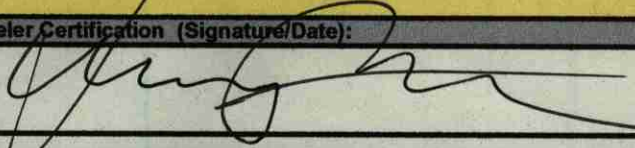
0

Convert to CZK or Euro

2377 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):


 31.10.12

Director Certification (Signature/Date):


 31.10.12

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

2,377

Total amount of receipts

NA

Difference (amount returned)

NA

Difference (amount due traveler)

NA

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):