

# Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Daniel Rektorik

07-02-2013

Travel To (Destination)

Travel Begin Date & Time

Travel End Date & Time

Cesky Krumlov

February 1, 2013

February 3, 2013

Purpose of travel advance

per diem for cesky krumlov excursion

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

Estimated Travel Advance

Travel Subsistence Rates as of 7/14/2011

Entrance fees	
Ground Transportation	
Meals per subsistence rates	1666czk
Other Travel Expenses	
Tips	
Total Advance Received	1666czk

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	2	\$ 16.00
Lunch	\$ 10.45	3	\$ 31.35
Dinner	\$ 20.30	2	\$ 40.60

Number of travelers

\$ 87.95  
0  
0

Convert to CZK or Euro

1666CZK

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):

*[Signature]* 31.1.2013

Director Certification (Signature/Date):

*[Signature]* 31.1.2013

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

30,000CZK

Total amount of receipts

12242

Difference (amount returned)

17758

Difference (amount due traveler)

NA

Traveler Certification (Signature/Date):

*[Signature]* 31.1.2013

Director Certification (Signature/Date):

*[Signature]* 31.1.2013