REIMBURSMENT DATE

20-02-2013

Prague Institute Travel Advance & Reconcilation Form

Traveler's Name (Last/First/Middle)

Andrea Tachezy

Travel To (Destination)	Travel Begin Date & Time	Travel End Date & Time
Jablonec	Friday Feb. 22 - 7:00am	Friday Feb. 22 - 6:00pm

Purpose of travel advance

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

Estimated Travel Advance	
Entrance fees	
Ground Transportation	
Meals per subsistence rates	200
Other Travel Expenses	
Tips	
Total Advance Received	**200**

Travel Subsistence Rates as of 7/14/2011

	Amount US$	# of meals	Total
Breakfast	$ 8.00	0	$ -
Lunch	$ 10.45	1	$ 10.45
Dinner	$ 20.30	0	$ -

$ 10.45

Number of travelors 0

0

Convert to CZK or Euro **CZK 200**

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):

Tachezy / 20.2.2013

Director Certification (Signature/Date):

20. FEB. 2013.

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):