

# Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Daniel Rektorik

Travel To (Destination)

Travel Begin Date & Time

Travel End Date & Time

Cesky Krumlov

24 May, 2013 8am

26 May 9:30pm

Purpose of travel advance

per diem for Cesky Krumlov student excursion, accompanying 47 students and 5 faculty

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

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates 2,114

Other Travel Expenses

Tips

Total Advance Received 2114 czk

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.00	2	\$ 16.00
Lunch	\$ 10.45	3	\$ 31.35
Dinner	\$ 20.30	3	\$ 60.90

Number of travelers

\$ 108.25

1

108.25

Convert to CZK

2,114

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):

*Daniel Rektorik*

Director Certification (Signature/Date):

*Dana Baudis 27 May 2013*

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

0

Total amount of receipts

NA

Difference (amount returned)

NA

Difference (amount due traveler)

NA

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):