

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Andrea Tachezyova

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
	2,114

Convert to 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):

Tachezy 24.5.2013

Director Certification (Signature/Date):

Dana Brunko 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):