

☑ D.M.A

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

Brno-Mikulov ID Excursion

6/7/2013 9AM

June 9, 2013 9:30PM

Purpose of travel advance

per diem for ID to brno-Mikulov excursion

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

Estimated Travel Advance

Entrance fees

Ground Transportation

Meals per subsistence rates

Other Travel Expenses

Tips

Total Advance Received

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

\$ 108.25

Number of travelers

0


0

Convert to CZK or Euro

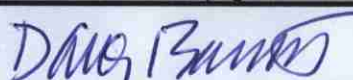
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Traveler's signature indicates that he/she certifies the information provided in this request is true and accurate. Travel receipts must be submitted to the Prague Institute Budget Office to reconcile against travel advance within 3 working days after trip. Traveler will return remaining funds and will be reimbursed for additional expenditures exceeding advance.

Traveler Certification (Signature/Date):

 Daniel June 6 / 2013
Rektorik

Director Certification (Signature/Date):

 June 6, 2013

Date travel advanced reconciled - signed and attached to receipts