

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

MICHAL SVERAK

Travel To (Destination)

BERLIN, GERMANY

Travel Begin Date & Time

09.19.2013 AT 8:29AM

Travel End Date & Time

09.22.2013 AT 21:26

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

Other Travel Expenses

Tips

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.20	0	\$ -
Lunch	\$ 10.70	4	\$ 42.80
Dinner	\$ 20.90	4	\$ 83.60

\$ 126.40

Number of travelers

0

0

95 EURO

Convert to CZK or Euro

2436 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):

[Signature]

Director Certification (Signature/Date):

Dana B... 18 Sept 2013

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

770 € + 380.20 = 1150.20 € DB

Total amount of receipts

956.50 €

Difference (amount returned)

193.50 €

Difference (amount due traveler)

Traveler Certification (Signature/Date):

[Signature]

Director Certification (Signature/Date):

Dana B... 18 Sept 2013