

ANAEI

Prague Institute Travel Advance & Reconciliation Form				
Traveler's Name (Last/First/Middle)				
JAN PEVNY				
Travel To (Destination)		Travel Begin Date & Time		Travel End Date & Time
CESKY KRUMLOV		January 24, 2014		January 25, 2014
Purpose of travel advance				
per diem for Cesky Krumlov excursion with all SPRING 2014 Session students				
Total number of students/staff/faculty travel advance will support				
Estimated Travel Advance		Travel Subsistence Rates as of 7/14/2011		
Entrance fees		Amount US\$	# of meals	Total
Ground Transportation		Breakfast	\$ 8.00 1	\$ 8.00
Meals per subsistence rates	0	Lunch	\$ 10.45 2	\$ 20.90
Other Travel Expenses		Dinner	\$ 20.30 1	\$ 20.30
Tips				
Total Advance Received	0	Number of travelers		\$ 49.20
				0
				0
		Convert to CZK or Euro		minus 200CZK for dinner
				CZK 800
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):				
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="font-size: 2em;">23.1.2014</div> <div style="font-size: 2em;">Jany</div> </div>				
Director Certification (Signature/Date):				
Date travel advanced reconciled - signed and attached to receipts				
Amount of advance received		0		
Total amount of receipts		_____		
Difference (amount returned)				
Difference (amount due traveler)				
Traveler Certification (Signature/Date):				
Director Certification (Signature/Date):				