

Amr

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
KARLOVY VARY		2/7/2014 - 7:30am		2/7/2014 - 7:00pm
Purpose of travel advance				
per diem for Karlovy Vary 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	0	\$ -
Meals per subsistence rates	0	Lunch \$ 10.45	1	\$ 10.45
Other Travel Expenses		Dinner \$ 20.30	0	\$ -
Tips				
Total Advance Received	0	Number of travelers		\$ 10.45
				0
				0
		Convert to CZK or Euro		CZK 215
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):				
6.2.2014				
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):				