

DA

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

JAN PEVNY

Travel To (Destination)

KARLOVY VARY

Travel Begin Date & Time

2/7/2014 - 7:30am

Travel End Date & Time

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

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	0	\$ -
Lunch	\$ 10.45	1	\$ 10.45
Dinner	\$ 20.30	0	\$ -

\$ 10.45

Number of travelers

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

[Signature]

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):