

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Andrea Tachezy

Travel To (Destination)

Jablonec

Travel Begin Date & Time

Friday Feb. 14 - 7:00am

Travel End Date & Time

Friday Feb. 14 - 6:00pm

Purpose of travel advance

per diem for Jablonec excursion with 2014 SPRING FASHION studio students

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

Estimated Travel Advance

Entrance fees	
Ground Transportation	
Meals per subsistence rates	200
Other Travel Expenses	
Tips	
Total Advance Received	200

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):

13.2.2013 Tachezy

Director Certification (Signature/Date):

John Murphy

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):

John Murphy