

## Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

DANIEL REKTORIK

Travel To (Destination)

ROME

Travel Begin Date & Time

2/27/2014 - 11:30am

Travel End Date & Time

3/2/2014 - 9:20pm

Purpose of travel advance

per diem for Rome excursion with PHOTOGRAPHY STUDIO 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	4	\$ 41.80
Dinner	\$ 20.30	4	\$ 81.20

\$ 123.00

Number of travelers

0

0

Convert to CZK or Euro

€ 90

CZK 2505

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]* 20.2.2014

Director Certification (Signature/Date):

*[Signature]*

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):

*[Signature]*