



Anael  
PCHRD CASH

Prague Institute Travel Advance & Reconciliation Form				
Traveler's Name (Last/First/Middle)				
JAKUB BRECKA				
Travel To (Destination)		Travel Begin Date & Time		Travel End Date & Time
LONDON		3/27/2014 - 8:45am		3/31/2014 - 10:15pm
Purpose of travel advance				
per diem for London excursion with UX STUDIO 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	4	\$ 41.80
Other Travel Expenses		Dinner \$ 20.30	4	\$ 81.20
Tips				
Total Advance Received	0	Number of travelers		\$ 123.00
				0
				0
		Convert to CZK or Euro		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):				
 25. March 2014				
Director Certification (Signature/Date):				
 10. March 2014				
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):				