

Annie PCARD
CASH

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

MICHAL SVERAK

Travel To (Destination)

BERLIN

Travel Begin Date & Time

3/27/2014 - 8:30am

Travel End Date & Time

3/31/2014 - 9:30pm

Purpose of travel advance

per diem for Berlin excursion with GEP 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

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):

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):