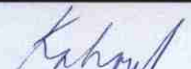


Anael
PCARD CASH

Prague Institute Travel Advance & Reconciliation Form				
Traveler's Name (Last/First/Middle)				
ONDREJ KOHOUT				
Travel To (Destination)		Travel Begin Date & Time		Travel End Date & Time
BERLIN		3/27/2014 - 8:30am		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		Travel Subsistence Rates as of 7/14/2011		
Entrance fees		Amount US\$	# of meals	Total
Ground Transportation		\$ 8.00	0	\$ -
Meals per subsistence rates	0	\$ 10.45	4	\$ 41.80
Other Travel Expenses		\$ 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):
 25.3.2014

Director Certification (Signature/Date):
 19. 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):
 19. March 2014 