

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

DANIEL REKTORIK

Travel To (Destination)

USA

Travel Begin Date & Time

4/20/2014 - 14:00

Travel End Date & Time

April 26, 2014

Purpose of travel advance

per diem for USA - Campus visit

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

Estimated Travel Advance

Entrance fees	
Ground Transportation	
Meals per subsistence rates	0
Other Travel Expenses	
Tips	
Total Advance Received	0

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.20	6	\$ 49.20
Lunch	\$ 10.70	6	\$ 64.20
Dinner	\$ 20.90	7	\$ 146.30

Number of travelers

\$ 259.70

0

0

Convert to CZK or Euro

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):

 14.4.2014

Director Certification (Signature/Date):

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

260

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):