

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

JAKUB TESINSKY

Travel To (Destination)

USA

Travel Begin Date & Time

4/21/2014 - 23:00

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

Other Travel Expenses

Tips

Total Advance Received

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8.20	5	\$ 41.00
Lunch	\$ 10.70	5	\$ 53.50
Dinner	\$ 20.90	5	\$ 104.50

\$ 199.00

Number of travelers

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):

Director Certification (Signature/Date):

Date travel advanced reconciled - signed and attached to receipts

Amount of advance received

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):