

ANAECH

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

JAKUB TESINSKY

Travel To (Destination) Travel Begin Date & Time Travel End Date & Time

MIKULOV

5/30/2014 - 8:00am

6/1/2014 - 6:00pm

Purpose of travel advance

Mikulov excursion - May 2014 (ID, Digital Documentary Film, Film Studies)

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	\$ 8,00	0	\$ -
Lunch	\$ 10,45	3	\$ 31,35
Dinner	\$ 20,30	2	\$ 40,60

\$ 71,95

Number of travelers

0

0

Convert to CZK or Euro

CZK 1450

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):

22.5.14 [Signature]

Director Certification (Signature/Date):

[Signature] 29.05.2014

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):