
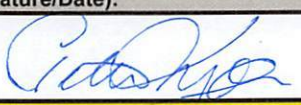
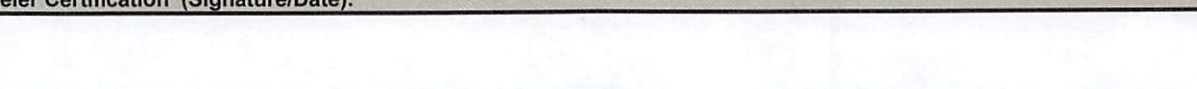


ANWÄLTER ✓

Prague Institute Travel Advance & Reconciliation Form				
Traveler's Name (Last/First/Middle)				
PETR TESINSKY				
Travel To (Destination)		Travel Begin Date & Time		Travel End Date & Time
KRUMLOV		5/30/2014 - 8:00am		6/1/2014 - 6:00pm
Purpose of travel advance				
Krumlov excursion - May 2014 (CE)				
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	2	\$ 16,00
Meals per subsistence rates	0	\$ 10,45	3	\$ 31,35
Other Travel Expenses		\$ 20,30	2	\$ 40,60
Tips				
Total Advance Received	0	Number of travelers		\$ 87,95
				0
				0
		Convert to CZK or Euro		CZK 1770
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):				
 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):				
