

KRUMLOV #2 - Anaë/ 

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

DANIEL REKTORIK

Travel To (Destination)

KRUMLOV

Travel Begin Date & Time

6/6/2014 - 8:00am

Travel End Date & Time

6/9/2014 - 6:00pm

Purpose of travel advance

Krumlov excursion - June 2014 (Watercolor studio, GEP non-film studies)

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 | \$ 8,00 | 2 | \$ 16,00 |
| Lunch | \$ 10,45 | 3 | \$ 31,35 |
| Dinner | \$ 20,30 | 2 | \$ 40,60 |

\$ 87,95

Number of travelers

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):

 4.6.2014

Director Certification (Signature/Date):

 4.06.2014

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):

 4.06.2014