

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

JAN PEVNY

Travel To (Destination)

KRUMLOV

Travel Begin Date & Time

9 /18/2014 - 8:00am

Travel End Date & Time

9 /20/2014 - 7:30pm

Purpose of travel advance

Krumlov excursion - ~~SEPTEMBER~~ 2014 - All the students

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

0

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 1880

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):

Beny

16.9.2014

Director Certification (Signature/Date):

John Doe

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):