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PRADO CASH ORMLA

## Prague Institute Travel Advance &amp; Reconciliation Form

Traveler's Name (Last/First/Middle)

HANA CHALOUPKOVA

Travel To (Destination)

MILANO, ITALY

Travel Begin Date &amp; Time

2/10/2014 -4:30 am

Travel End Date &amp; Time

5/10/2014 - 9:20 pm

Purpose of travel advance

per diem for Milano excursion with ID students - FALL 2014

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	1	\$ 8,00
Lunch	\$ 10,45	4	\$ 41,80
Dinner	\$ 20,30	4	\$ 81,20

Number of travelers

\$ 131,00

0

0


Convert to CZK or Euro

minus 200 CZK  
for dinner

CZK 2850

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):

 30.9.2014

Director Certification (Signature/Date):



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):