

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

TIM BUJE

Travel To (Destination)

MILANO, ITALY

Travel Begin Date & Time

2/10/2014 - 4:30 am

Travel End Date & 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

Other Travel Expenses

Tips

Total Advance Received

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 |

\$ 131,00

Number of travelers

0

0

Convert to CZK or Euro

minus 200CZK
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):

T. Buj

1.10.2014

Director Certification (Signature/Date):

[Signature]

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):