

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

LUCIE TUČNÁ

Travel Begin Date & Time

Travel End Date & Time

PARIS

03/26/2015 - 4:30 am

03/29/2015 - 8 pm

Purpose of travel advance

Paris Excursion - Fashion Studio

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	3	\$ 60,90

Number of travelers

\$ 110,70

0

0

Convert to CZK or Euro

CZK 2865

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):

Tučná 17.3 2015

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):