

180

# Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

KLÁRA HORÁČKOVÁ

Travel To (Destination)

VENICE

Travel Begin Date & Time

03/26/2015 - 4:30 am

Travel End Date & Time

03/29/2015 - 11 pm

Purpose of travel advance

Venice Excursion - Glass Studio

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	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

CZK 3390

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):

*Klara Horackova* 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):