

# 181

## Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

MICHAL SVĚRÁK

Travel To (Destination)

BERLIN

Travel Begin Date & Time

03/26/2015 - 8:00 am

Travel End Date & Time

03/29/2015 - 6 pm

Purpose of travel advance

Berlin Excursion - High Point

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	0	\$ -
Lunch	\$ 10,45	4	\$ 41,80
Dinner	\$ 20,30	3	\$ 60,90

\$ 102,70

Number of travelers

0

0

Convert to CZK or Euro

CZK 2660


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):



17.3.2015

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):