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Traveler's Name (Last/First/Middle)			
HANA CHALOUPKOVÁ			
Travel To (Destination)	Travel Begin Date & Time	Travel End Date & Time	
VENICE	03/26/2015 - 4:30 am	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		Travel Subsistence Rates as of 7/14/2011	
Entrance fees		Amount US\$	# of meals
Ground Transportation			Total
Meals per subsistence rates	0	Breakfast \$ 8,00	1 \$ 8,00
Other Travel Expenses		Lunch \$ 10,45	4 \$ 41,80
Tips		Dinner \$ 20,30	4 \$ 81,20
Total Advance Received	0	<div style="text-align: right;">\$ 131,00</div> <div style="text-align: right;">Number of travelers 0</div> <div style="text-align: right;">0</div> <div style="text-align: right;">Convert to CZK or Euro CZK 3390</div>	

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):