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## Prague Institute Travel Advance & Reconciliation Form

**Traveler's Name (Last/First/Middle)**

Hana Chaloupková

**Travel To (Destination)**

Český Krumlov

**Travel Begin Date & Time**

05/29/2015 - 8:00am

**Travel End Date & Time**

05/31/2015 - 7:30pm

**Purpose of travel advance**

Český Krumlov excursion - summer 2015

**Total number of students/staff/faculty travel advance will support**
**Estimated Travel Advance**

Entrance fees	
Ground Transportation	
Meals per subsistence rates	1 812
Other Travel Expenses	
Tips	
<b>Total Advance Received</b>	<b>1 812</b>

**Travel Subsistence Rates as of 7/14/2011**

	Amount US\$	# of meals	Total
Breakfast	\$ 8,00	0	\$ -
Lunch	\$ 10,45	3	\$ 31,35
Dinner	\$ 20,30	2	\$ 40,60

**Number of travelers**

\$ 71,95

0

0

**Convert to CZK or Euro**

1 812

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):**
**Director Certification (Signature/Date):**
**Date travel advanced reconciled - signed and attached to receipts**
**Amount of advance received**

1 812

**Total amount of receipts**
**Difference (amount returned)**
**Difference (amount due traveler)**
**Traveler Certification (Signature/Date):**
**Director Certification (Signature/Date):**