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Prague Institute Travel Advance & Reconcilation Form

Traveler's Name (Last/First/Middle)

Daniel Rektořík

Travel To (Destination)	Travel Begin Date & Time	Travel End Date & Time
Mikulov	05/29/2015 - 7:30 am	05/31/2015 - 7:00pm

Purpose of travel advance

Mikulov - summer excursion 2015

Total number of students/staff/faculty travel advance will support

Estimated Travel Advance	
Entrance fees	
Ground Transportation	
Meals per subsistence rates	2 215
Other Travel Expenses	
Tips	
Total Advance Received	**2 215**

Travel Subsistence Rates as of 7/14/2011

	Amount US$	# of meals	Total
Breakfast	$ 8,00	2	$ 16,00
Lunch	$ 10,45	3	$ 31,35
Dinner	$ 20,30	2	$ 40,60

	$ 87,95
Number of travelors	0
	0
Convert to CZK or Euro	**2 215**

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 **2 215**

Total amount of receipts

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):