

270

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Jakub Těšínský

Travel To (Destination)

Mikulov

Travel Begin Date & Time

05/29/2015 - 7:30 am

Travel End Date & Time

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

Number of travelers

\$ 87,95

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):