

Prague Institute Travel Advance & Reconciliation Form

Traveler's Name (Last/First/Middle)

Adam Gebrian

Travel To (Destination)

Venice

Travel Begin Date & Time

10/02/2015 - 9:00pm

Travel End Date & Time

10/06/2015 - 10:00pm

Purpose of travel advance

Venice excursion - October 2015 - All the students

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

Estimated Travel Advance

Entrance fees	
Ground Transportation	
Meals per subsistence rates	0
Other Travel Expenses	
Tips	
Total Advance Received	0

Travel Subsistence Rates as of 7/14/2011

	Amount US\$	# of meals	Total
Breakfast	\$ 8,00	1	\$ 8,00
Lunch	\$ 10,45	4	\$ 41,80
Dinner	\$ 20,30	4	\$ 81,20

\$ 131,00
Number of travelers 0
0

Convert to CZK or Euro

EUR 117

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 0

Total amount of receipts _____

Difference (amount returned)

Difference (amount due traveler)

Traveler Certification (Signature/Date):

Director Certification (Signature/Date):