

## Prague Institute Travel Advance & Reconciliation Form

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

Igor Kovacevic

**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	
<b>Total Advance Received</b>	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

**Number of travelers**

\$ 131,00  
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):**