

# K μ š ( ] • š OErjavěI formChecklist

At least 1 Weeks before Travel

- Secure Conference Registration
- Secure Hotel (get exact cost per room/per night including taxes). Ask about parking charge. ^ o ( %o OE I } OE À o š %o OE I ] v P X h • • o (À %o OE P ov PE I ] ( v P A X ] ∞ • p • A • ] ( v Ç u o • %o OE )
- Secure Rental Car v š OE %o OE ] d OE v • %o } OE š %o š ] v ^ OE ~ v (À o ] d v š OE À š o • •
- Secure Airfare ~ ( ] %o %o o ] o • d Z ] • ] • } v o Ç o ] P ] o ( } OE OE ] u μ OE • u v š ] ( š } š
- / ( OE ] Á ] v š P u ] o P ( P O E } B w %o • Z ( OE š } š Z u } • š u ] p P } u ] %o } } %d Ç %o ( } OE ] u μ OE • u v š X

\_\_\_\_\_ Fill out o ( š ] } (travel μ P š account } to charge X ( ( OE o

} OE š Z OE %o OE š u %o v Ç P ] u o μ š Z ] OE • o • } X

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