

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 P 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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