

## Request for advance on registration fee payment in the Czech Republic

I am applying for an advance of the registration fee in the total amount of CZK		
Conference title		
Date and venue		

Participants		Grant (VEJ) number	CZK
1			
2			
3			
4			
5			

- An enclosed invitation, which states the amount of the fee, the address of the organizer and its bank details is an integral part of this document.
- It is necessary to request a tax document with a breakdown of the conference fee for meals, accommodation and organizational costs upon registration at the conference.
- The employer does not cover social and cultural events.
- Participation at the conference is in the interest of the institute.
- The materials obtained at this meeting shall be made available to the institute by the participants.

	Date	Signature
Payment placed by		
Trip No.		
Payment approved by		
Verified and paid		