Travel and Expense Report

Requestor(s) name: **Janusz Kowalczyk**
Purpose of trip: **meeting with Krzaczex**

Flight details

Date	Time	From	To	Date	Time
06-06-2017	09:40	Warsaw	Paris	06-06-2017	13:55
08-06-2017	19:40	Paris	Warsaw	08-06-2017	21:55

Accomodation

Check in date	Check out date	Hotel's name
06-06-2017	08-06-2017	Courtyard Marriott Colombes France

Expenses

Date	Description / Purpose	Oberthur participants	External participants	Currency	Amount	Cash/ Card	Currency	Exch Amount	Exchange
08-06-2017	parking					Card	PLN	240,00	
07-06-2017	lunch			EUR	112,50	Cash	PLN	473,30	4,2071
07-06-2017	uber			EUR	134,17	Card	PLN	591,46	
						Dieta	**PLN**	439,71	4,1877
						Zaliczka			krs NBP z dnia poprzedzają cego złożenie dokumentu
						TOTAL	**PLN**	**1744,47**	

Currency of per diem allowance	Base per diem allowance
EUR	50,00

							Breakfast	Lunch	Dinner					
						Number	2	1	1					
Start Date (DD/MM/YY)	**Start Time** *time the plane took off*	**End Date** (DD/MM/YY)	**End Time** *time the plane landed*	**Duration** (days)	**Place** (from ... to)	per diem entitlement	Breakfast -15% each	Lunch -30% each	Dinner -30% each	Out of pocket allowance -25%/day	Local transport +10%/day	**Total entitl.**	Non hotel nights	**Total diems**
06-06-2017 09:40:00		08-06-2017 21:55:00		2,51	Warsaw-Paris-Warsaw	300%	-30%	-30%	-30%			210%		105,00

Date: …………………………………

Signature: ……………………………………………………………

Approved by: