[date]

CAIR Conference 2017 Justification Letter

To: [Manager’s Name]

From: [Your Name]

Re: Attending CAIR Conference 2017

I would like to attend the California Association for Institutional Research (CAIR) Conference from November 8-10, 2017 in Concord, CA. The conference will showcase many outstanding presentations from 140 colleges and universities as well as professional development workshops aimed to expand my skill set and increase my knowledge on the most effective ways to approach the field of institutional research. After attending this conference, I will apply what I have learned to our work and sharing what I have learned with my colleagues. The CAIR conference is a must attend event for California institutional research professionals.

The CAIR Conference is a cost-effective way to obtain professional development, create relationships with peer institutions, and remain current with trends in higher education. I will have access to:

* Three amazing Keynote Speakers:
  + Timothy Renick, Ph.D. - VP for Enrollment Management and Student Success, Vice Provost and Professor of Religious Studies. Presentation: How Georgia State University Eliminated Achievement Gaps Using Data and Analytics
  + Richard Pattenaude, Ph.D - President Emeritus and Professor of Political Science. Presentation: Rocks, Shoals and Storms along the Course to Institutional Success.
  + Mike Tamada - Director of Institutional Research. Presentation: Change is in the air. What should you do? What should we do?
* Opportunity to network with fellow colleagues
* Hear from professionals in the field when they present in over 40 breakout sessions
* Learn about the latest services and software available to institutional research

I am seeking approval for the registration fee and travel expenditures. Here is a breakdown of the conference costs:

* Airfare/Vehicle: $ adjust depending on your city of departure
* Transportation: $ ~40 (Rideshare from airport to hotel)
* Hotel starting: $ adjust depending on your hotel of choice (Concord Hilton's discounted hotel rate is $159 plus tax per night)
* Meals: $ adjust depending on your reimbursement guidelines (Thursday and Friday lunch are included in conference fee).
* Conference Fee: $325 (Early Bird Full Conference rate ends 9/10/2017 and increases $50)

TOTAL: $ Sum amount here

Thank you for your consideration.

[Your standard close]