

To:

From:

Re: 20th Annual Utility Payment Conference in Las Vegas, Nevada.

I would like to obtain approval to attend the Utility Payment Conference (UPC), October 16 – October 19, 2017 in Las Vegas, Nevada.

The attendees consist of small to large companies in the cooperative, communication, municipality, utility and service provider sectors representing billing, customer service, credit and collections, IT, payments, remittance and treasury from the U.S. and Canada.

They will have speakers from the Federal Reserve or NACHA and other industry experts providing best practices, panels and up-to-date information along with two “Utility Only” sessions that allows attendees the opportunity to share and learn from each other; what’s in the planning stage, what’s working and not working, trends, etc.

This is one of the best and inexpensive industry conferences that will allow me to bring back innovative ideas and information for our department. The *estimated* cost is as follows:

▶ Airfare	\$ 250.00 (Estimated, book early)
▶ Transportation to and from the airport/hotel	\$ 30.00 (Estimated)
▶ Hotel – three nights with complimentary internet (Price includes required resort fee but not tax)	\$ 429.00 (\$143 per night)
▶ Meals are included with the registration include: Monday evening social hour, 3 breakfasts, 2 lunches, AM/PM breaks	\$ 0
▶ Registration Fee (increases in June)	\$ 550.00 (Save \$100 registering early)
▶ Estimated Total Cost	\$1259.00

The registration fee is discounted if I register prior to May 31st.

Upon my return from the conference, I will have access to all of the presentations and be provided a resourceful contact list of attendees, peers and service providers to share with my co-workers throughout the company.

Thank you for considering my request. I look forward to your reply.

Regards,