



Dear _____

I would like to attend the annual AAICPC Business Meeting, National Training and Child Welfare Conference which will be held May 19-22, 2017 at the Westin Hotel in Portland, ME. I have reviewed the agenda and feel the return on investment would be a major benefit as the event aligns to the priorities of our department and agency.

It's a very worthwhile investment given the level of education and networking provided. Over the course of the meeting and conference, I'll have access to:

- **Education Topics** in the human services field as it relates to my role in the agency;
- **Presentations** covering the latest trends and top-of-mind questions from human services experts and federal government leaders; and,
- **Multiple opportunities** to network with peers where I can exchange ideas with other government peers who have the same role or challenges.

I am seeking approval for the registration fee and travel expenditures. The full conference registration is \$600 per person. This conference does offer the only national training for compact administrators/liasons for an additional fee. *Early registration ends on Tuesday, April 28, 2017.* Below is a complete breakdown of the estimate conference costs:

| Area | Fee |
|-------------------------|-----|
| Conference Registration | \$ |
| Training | \$ |
| Airfare | \$ |
| Transportation | \$ |
| Hotel | \$ |
| Meals* | \$ |
| Estimated Total | \$ |

**Included meals – Training: Breakfast: Friday and Saturday, Sunday and Monday; Lunch: Friday. Full Conference – Breakfast: Sunday and Monday; Lunch: Monday plus up to two networking receptions.*

I've enclosed the full agenda highlighted with sessions that focus on our key priorities. A few of the presentations that I plan to attend include:

- _____
- _____
- _____

Other staff members in our organization will be able to benefit as well. I will meet with the team when I return to relay recommendations and action items as well as circulate a detailed actionable Trip Report.

Please accept this proposal to attend as I'm confident in the significant return we will receive for the investment.

Thank you for your consideration.

Sincerely,
