

This is meant to be a cost justification letter to provide to your supervisor for budget approval. It can either be printed or copied electronically into an email. Please be sure to fill in details where necessary and we hope to see you at UC4 Integrate 2010!

Dear [Name],

I would like to attend the 9th annual *UC4 Integrate User Conference* being held October 3-7, 2010 in Austin, Texas. I have reviewed the [agenda](#) and believe the value far exceeds the cost, particularly because many of the training sessions align with our current IT priorities. In 4 ½ days time I will have access to:

- Over 32 hours of hands-on product training from UC4's senior consultants and developers
- Networking with the UC4 executive management team and over 100 other customers to share best practices
- Insight from industry experts on new technologies such as cloud computing, virtualization, and complex event processing
- Option to become a UC4 Certified Professional

Some of the agenda highlights include [\[insert applicable sessions to your organization here\]](#). I would welcome the opportunity to share the knowledge I learn at this event with our team upon my return. That said, I am asking for approval for the full registration fee and travel expenditures. The standard registration fee is \$1,750 (increases to \$2,000 on September 4). Here is a breakdown of the conference costs and estimated expenses:

Airfare:	\$
Transportation:	\$
Hotel:	\$159 per night (plus tax)
Meals:	\$ <i>Note: Breakfasts, lunches, and snacks are included Mon-Thurs. Dinner will be provided 3 of the 5 nights.</i>
Registration fee:	\$1,750 (ends September 3) \$2,000 (starts September 4)
Optional Certification:	\$125
Total:	\$

The agenda and more information can be found on the conference website at www.uc4.com/integrate for your reference. Please don't hesitate to contact me with questions or you can email the conference organizers directly at integrate@uc4.com.

Thank you for considering me for this opportunity.

[insert signature]