

Instructions

The conference attendance justification letter samples are templates that you can customize to most accurately reflect why you are interested in attending the CSU Academic Resources Conference and share with your supervisor to request attendance/travel/budget approval.

These sample letters are meant to be a starting point for you and they are completely customizable. Please make a copy and edit (File > Make a Copy). All sections in yellow should be filled in or removed if they are not applicable. Once you've filled in the customized sections in yellow, select all text and remove the highlight.

Email us at info@csuarc.org if you need help customizing your letter or reaching out to your supervisor for approval.

General Sample

<Date>

Dear <supervisor's name>:

I would like to attend the annual CSU Academic Resources Conference May 27 - May 29, 2026 online. The conference is free and offers sessions across multiple tracks. I am most interested in <budget, human resources, professional development, student success curriculum track(s)> because <they/it> will cover information critical to my daily job duties.

At the conference, I will have the opportunity to promote the work we do at <office/department/division> and strengthen my <leadership, communication, hiring, leadership budget/finance> skills while networking with CSU professionals in similar positions across campuses to share best practices.

This is the only conference that offers a live opportunity to engage with my <administrative, analyst, academic, specialist, coordinator, student services professionals> colleagues on behalf of the California State Universities. I will also have a unique opportunity to learn about specific tools and applications the CSU is implementing or improving that are required for my job <(i.e. CHRS, Data Warehouse, CSUBUY, Concur).>

Your investment in approving time for my professional development will allow me to grow in my role and will support the continued growth and success of <department/division>.

I look forward to sharing the ideas, resources, and information I learn about at this conference so we can stay ahead as we continue to grow with the CSU.

Sincerely,

<your name>

Administrative Sample

<Date>

Dear <supervisor's name>:

I would like to attend the annual CSU Academic Resources Conference May 27 - May 29, 2026 online. The conference is free and offers sessions across multiple tracks. I am most interested in <budget and/or human resources> sessions because they will cover information critical to my daily job duties.

At the conference, I will have the opportunity to promote the work we do at the <office/department/division> and strengthen my <budget, finance, and/or hiring skills> while networking with CSU professionals in similar positions across campuses to share best practices.

This is the only conference that offers a live opportunity to engage with my <administrative analyst> colleagues on behalf of the California State Universities. I will also have a unique opportunity to learn about specific tools and applications the CSU is implementing or improving that are required for my job <(i.e. CHRS, Data Warehouse, CSUBUY, Concur).>

Your investment in approving time for my professional development will allow me to grow in my role and will support the continued growth and success of <office/department/division>.

I look forward to sharing the ideas, resources, and information I learn about at this conference so we can stay ahead as we continue to grow with the CSU.

Sincerely,

<your name>

Budget Sample

<Date>

Dear <supervisor's name>:

I would like to attend the annual CSU Academic Resources Conference May 27 - May 29, 2026 online. The conference is free and offers sessions across multiple tracks. I am most interested in <budget and/or professional development> sessions because they will cover information critical to my daily job duties.

At the conference, I will have the opportunity to promote the work we do for <office/department/division> and strengthen my <budget, finance, and/or communication> skills while networking with CSU professionals in similar positions across campuses to share best practices.

This is the only conference that offers a live opportunity to engage with my <budget analyst> colleagues on behalf of the California State Universities. I will also have a unique opportunity to learn about specific tools and applications the CSU is implementing or improving that are required for my job <(i.e. CHRS, Data Warehouse, CSUBUY, Concur).>

Your investment in approving time for my professional development will allow me to grow in my role and will support the continued growth and success of <office/department/division>.

I look forward to sharing the ideas, resources, and information I learn about at this conference so we can stay ahead as we continue to grow with the CSU.

Sincerely,

<your name>

Student Services Professional Sample

November 9, 2024

Dear Roberta:

I would like to attend the annual CSU Academic Resources Conference May 27 - May 30, 2025 in San Francisco. The conference offers sessions across five tracks and I am most interested in **student success and human resources** sessions because they will cover information critical to my daily job duties.

At the conference, I will have the opportunity to promote the work we do at **Academic Advising** and strengthen my leadership and communication skills while networking with CSU professionals in similar positions across campuses to share best practices.

This is the only conference that offers a live and in-person opportunity to engage with my **Program Coordinator** colleagues on behalf of the California State Universities. I will also have a unique opportunity to learn about specific tools and applications the CSU is implementing or improving that are required for my job **(i.e. CHRS, Data Warehouse, PeopleSoft, CSUBUY)**.

The early registration fee for the conference is \$699 (if registered by February 18) and will increase by \$100 beginning February 19th through May 14, 2024. This is equivalent to approximately \$60-\$70/month if you spread the cost out over the span of a full calendar year.

Your investment in my professional development will allow me to grow in my role and will support the continued growth and success of our **Academic Advising programs**.

I look forward to sharing the ideas, resources, and information I learn about at this conference so we can stay ahead as we continue to grow with the CSU.

Sincerely,

<your name>

Curriculum Sample

November 9, 2024

Dear Steve:

I would like to attend the annual CSU Academic Resources Conference May 27 - May 30, 2025 in San Francisco. The conference offers sessions across five tracks and I am most interested in curriculum and professional development sessions because they will cover information critical to my daily job duties.

At the conference, I will have the opportunity to promote the work we do at the Office of the Registrar and strengthen my leadership and communication skills while networking with CSU professionals in similar positions across campuses to share best practices.

This is the only conference that offers a live and in-person opportunity to engage with my Program Coordinator colleagues on behalf of the California State Universities. I will also have a unique opportunity to learn about specific tools and applications the CSU is implementing or improving that are required for my job (i.e. CourseLeaf, PeopleSoft, CHRS, CSUBUY).

The early registration fee for the conference is \$699 (if registered by February 18) and will increase by \$100 beginning February 19th through May 14, 2024. This is equivalent to approximately \$60-\$70/month if you spread the cost out over the span of a full calendar year.

Your investment in my professional development will allow me to grow in my role and will support the continued growth and success of our Academic Publications and Scheduling Services.

I look forward to sharing the ideas, resources, and information I learn about at this conference so we can stay ahead as we continue to grow with the CSU.

Sincerely,

<your name>