To:

From:

Re: 2026 Emphasys HFA User Conference

I am writing to request approval to attend the 2026 Emphasys HFA User Conference, scheduled for December 8-11, 2026 in Ft Lauderdale, Florida. The 2026 conference is a terrific way for us to gain knowledge of best practices, the latest product features, and new skills to optimize our investment in Emphasys Software.

The conference offers product training from foundational to advanced levels, along with breakout sessions and presentations on product direction. It provides many opportunities to meet with Emphasys product experts as well as other Emphasys users. Through networking with other Emphasys customers and partners, we will gather new ideas and insights. I am confident that the experiences gained from attending this meeting will pay off in driving forward some of our internal initiatives more efficiently and successfully; specifically:

- [*internal initiative 1*]
- [*internal initiative 2*]
- [*internal initiative 3*]

The estimated total cost is $XXX:

- Registration Fee
  $1566.00
- Airfare $
- Hotel ($339.00/night + tax) $
- Meals (included in registration fee except Wednesday dinner) $
- Transportation (taxi from airport to hotel) $

Total: $XXX

In addition to better utilizing our current products, I'll have opportunities to better understand how companies like ours are taking advantage of other Emphasys capabilities to manage their projects and people.

On my return, I will submit a detailed report covering key takeaways from the conference and practical recommendations we can implement based on strategies and successes of other Emphasys customers. I would also be happy to share relevant information with personnel throughout our organization.

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

Regards,

_____ _____

Staff Signature Supervisor Approval