**Proposal to Attend Fusion, Concur’s Annual Client Conference**

To:

From:

Re: Concur Fusion 2016 Conference Proposal

I’m writing to ask for approval to attend Concur’s annual client conference, Fusion 2016, March 8-11, 2016 in Las Vegas, NV. Fusion 2016 is four full days of learning—best practices, hands-on training, networking and new innovations. It’s the one conference that brings together the entire community of Concur experts. At a total cost of about $2,400, it's the most cost-effective way to ensure that we’re getting the most from our Concur investment and should result in immediate ROI.

In particular, I’d like to focus on finding solutions or best practices that could benefit these projects/initiatives:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

In addition to breakout sessions with Concur customer and partner speakers, the conference offers the chance to problem solve with Concur employees and technology partners. Fusion 2016 features both demo stations for Concur solutions and an exhibit hall with partners and a variety of integrated solutions offering new ideas to drive more productivity from our implementation. The consulting sessions available at Fusion can provide tremendous business value to our company. The Concur team will match me with a consultant that is an expert in the area that I choose to discuss.  A consultant can make minor changes to our site, if I have the authority to allow such changes.  I can also bring a list of questions to discuss and also ask questions on the fly in the session.  All consultants are experienced and can handle a multitude of questions.  They can also suggest best business practices and recommend new features for our company that we may not have implemented thus far.

**Here’s an approximate breakdown of conference costs:**

Airfare: $ 500

Transportation: (round trip taxi from airport to hotel) $ 70

Hotel: (3 nights at $235.00) not incl.tax $ 705

Meals: (3 meals at $50) outside of conf. meals $ 150

Early Bird Registration Fee: $ 895\*

***Total: $2,320\****

\*Subject To Change

This conference will deliver incredible value. I’ll learn how to implement and use the latest features and see what’s planned for future Concur Solution releases. I’ll also develop better contacts with industry experts and gain knowledge in specific areas of Concur. These “wins” will pay off in the form of streamlined practices, tested solutions, and a network of peers to call upon when troubleshooting, all invaluable tools.

I’m currently working on ways to reduce expenses, including hotel discounts, ride sharing, and meals with vendors. I’ll also submit a post-conference report that will include executive summary, key conference takeaways, tips and a set of recommendations to maximize our current investments in Concur. I will also share relevant information with key personnel throughout the company.

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

Regards,