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| **Justification Kit** |

At the request of educators whom require justification to attend the Annual Haas CNC Educators conference, we have put together a customizable letter of justification and simplified expenses chart to help organize and calculate the costs associated with your attendance.

**Step 1:** Customize the expense chart based on your personal, or group travel plans

**Step 2:** Customize the justification letter based on your desired outcomes and return on investment this conference will provide by attending

**Step 3:** Submit any necessary documents to the appropriate person(s) at your school to request assistance with funding for the registration fees, travel costs, food and lodging

Please submit any further questions regarding the conference by email or phone to Chris McHugh, HTEC Program Manager at Haas Automation, [cmchugh@haascnc.com](mailto:cmchugh@haascnc.com) or to Lindsay Cline, Vice President, Education Business Development at Haas Factory Outlet, Phillips – the hosting HFO [lcline@phillipscorp.com](mailto:lcline@phillipscorp.com).

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| **Expenses Chart** |

The following worksheet will help you calculate the costs to attend the conference so you can include those expenses in your justification letter. Please use Miscellaneous for any other expenses required.

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| **Expense** | **Notes** | | **Cost** |
| **Conference Registration** | See [Registration Webpage](https://www.eventbrite.com/e/htec-2023-haas-cnc-educators-conference-tickets-399127379737) | | $ |
| **Roundtrip Airfare** | Search online for estimate. Conference Airport:  **Fort Smith Regional Airport (FSM) Northwest Arkansas National Airport (XNA – 83 miles) Tulsa International Airport (TUL – 113 miles)** | | $ |
| **Hotel** | Conference Hotel is **Wyndham Fort Smith City Center.** Room rate is $119.00/night (+ tax). Rate honored through July 25-July 28. Must reserve by June 25 with Group Code: 072223HAA  Group Code ensures locked-in room rate, free in-room WiFi and parking. You can use the following link: [https://www.wyndhamhotels.com/wyndham/fort-smith-arkansas/wyndham-fort-smith-city-center/rooms-rates?&checkInDate=07/20/2023&checkOutDate=07/29/2023&groupCode=072223HAA](https://urldefense.com/v3/__https:/www.wyndhamhotels.com/wyndham/fort-smith-arkansas/wyndham-fort-smith-city-center/rooms-rates?&checkInDate=07*20*2023&checkOutDate=07*29*2023&groupCode=072223HAA__;Ly8vLw!!L9SVhjMlcw!d1VajQjBgMCHkvUGM3l5BhPJHWuWXEdZM4XZDI41i08ZK6KvHSII0aaASok_RN_w6VTq6pYVQyN5gLo-WlJ4kFxM2Q$) | | $ |
| **Transportation: Airport/Hotel** | Attendees must provide transportation To/From Airport and To/From Hotel; shuttles not provided. | | $ |
| **Transportation:  Hotel to Conference** | Transportation To/From conference and hotel is not provided. Shuttles available for Wednesday manufacturing tours only. Car rentals and carpooling are encouraged. PEAK is 8.7 miles from Wyndham. | | $ |
| **Mileage** | Driving personal vehicle to the airport or to the conference? Use online driving distance (e.g. Google Maps) to calculate distances. Multiply miles by $0.655 per mile. [See IRS reimbursement rate for 2023.](https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile) | | $ |
| **Parking** | If flying: Overnight parking at local airport? If driving, at hotel? Note: Conference Hotel does not charge guests for parking during their stay. | | $ |
| **Food Per Diem** | Breakfast is provided to attendees Tuesday-Thursday, lunch is provided to attendees Tuesday through Thursday. Dinner is provided to attendees on Tuesday only. Cost of all other meals should be considered. | | $ |
| **Miscellaneous** | Other expenses not listed? | | $ |
|  | **Total** | | **$** |
| **Justification Letter** | |  | |

Dear **<name of person receiving request>**,

I would like to attend the annual Haas CNC Educators Conference being held July 24-27 in Fort Smith, AR. This annual conference is North America’s premier CNC Educators conference and it brings together highly motivated career-technical educators, supportive industry partners, and leaders in the advanced manufacturing industry. This organization and their renowned annual conference are a critical component to my professional development. Attendance offers a unique opportunity to learn from, and engage with fellow CNC educators regarding the latest technology and teaching methods as well as application of best practices tailored to the CNC, and advanced manufacturing industry.

This year’s Annual HTEC Conference – which is being held at PEAK Innovation Center – will provide an opportunity for me to gain first-hand insights on **< name subject areas interested in >** from breakout sessions, keynote speakers, roundtable discussions with manufacturing professionals, exhibitors, and one-on-one meetings with numerous leaders and CTE subject-matter experts.

In addition to the core conference offerings, the annual Haas CNC Educators Conference offers hands-on technical training workshops lead by industry partners in software and technology fields related to CNC < such as …optionally add name specific partners >. As an attendee, I am also provided with the opportunity to attend local industry tours at no additional cost which provides me with new perspective on the expected skills of individuals entering the workforce. These additional educational opportunities keep me abreast with the needs in industry, both near and far, and enable me to ensure our students graduate work-ready for the industry of tomorrow, better preparing them for success.

I am asking for funding for the registration fees, travel costs, food and lodging. The total cost associated with attending this conference is: **<$xxx>**. Below is a breakdown of the conference costs for reference.

Conference Registration Fee: **<$xxx>**

Roundtrip Airfare: **<$xxx>**

Transportation: **<$xxx>**

Hotel: **<$xxx>**

Meals: **<$xxx>**

Attending this annual Haas CNC Educators Conference will be a valuable experience that has the potential to truly benefit our school and our **<specific name of program>** program. As an attendee, I have the opportunity to bring back, and share, newfound knowledge and experience with others here at < name of school> to strengthen our program and better motivate our students.

Please let me know if you have any questions and thank you in advance for your support.  
Sincerely,  
**<your name here>**