



Justification Kit

At the request of educators whom require justification to attend the Annual Haas Technical Education Center conference of 2020, 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

Any further questions regarding the conference details can be addressed by email or phone to Amber Georgeou, ageorgeou@haascnc.com or (805) 994-8398.

Expenses Chart



To justify conference expenses, you should first calculate what those expenses are. The following worksheet will help you calculate the costs to attend the conference so you can include those expenses in your justification letter.

Expense	Notes	Cost
Conference Registration	See registration webpage	\$
Roundtrip Airfare	Search online for estimate. Conference Airport: Albany International Airport (ALB)	\$
Hotel	See hotel webpage Conference Hotel is The Desmond Hotel, Albany and the room rate: \$125.00/night (tax incl.) Use Group Code: HAI	\$
Transportation: Airport/Hotel	Complimentary shuttle service To/From the (ALB) Airport provided by The Desmond Hotel.	\$
Transportation: Hotel to Conference	Search online for estimate or arrange to carpool with others at the conference. The Conference is located < 10 miles from the Conference Hotel.	\$
Mileage	Driving to the airport or to the conference? Use online driving distance (e.g. Google Maps) to calculate distances, and then multiply miles by \$0.58 per mile. Check IRS reimbursement rate for 2019 .	\$
Parking	If flying: Overnight parking at local airport? If driving, at hotel? Note: Conference Hotel does not charge guests for parking <u>during</u> their stay.	\$
Food Per Diem	All meals during the conference are included in the conference registration fee except for Wednesday evening, an "open" night to network.	\$
Miscellaneous	Other expenses not listed?	\$
Total		\$

Justification Letter

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



I would like to attend the Haas Technical Education Center (HTEC) Annual Conference on July 22 - 26, in Troy, NY. The Annual HTEC Conference is North America's premier CNC Educators conference that brings together highly motivated career-technical educators, supportive industry partners and leaders in the advanced manufacturing industry. This organization and its annual conference are a critical component to my professional development and offers me a unique opportunity to learn from and engage with fellow educators regarding the latest technology and teaching methods as well as application of best practices tailored to the advanced manufacturing industry.

This year's Annual HTEC Conference is focusing on *How to Best Leverage Strategic Partnerships: The Key to Preparing the Next Generation of Leaders in Advanced Manufacturing* and will also provide networking opportunities with hundreds of my Career Technical Education (CTE) peers. This is 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 HTEC Conference offers partner workshops and local industry tours at no additional cost. These additional educational opportunities keep me abreast with industry needs and requirements of those entering the workforce which will allow me to better prepare our students for their future and ensure they graduate work-ready for today's industry.

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>**

I believe that attending this Annual HTEC 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 will have the opportunity to participate in various sessions and share my newfound knowledge and experience with others 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>