



## 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).