*The following expense justification letter can be used to request budget approval for the Caselle Annual Conference. Copy, paste and edit the content below and then place it on your organization’s official letterhead.*

**To**: [Insert Name]

**From**: [Insert Your Name]

**Re:** *Caselle Annual User Conference*

I am requesting approval to attend the Caselle Annual User Conference. The conference will be held in Salt Lake City, Utah on October 10 to 11, 2018. Attending this two-day event will allow me to learn best practices and it is a cost-effective way to maximize my work performance. In addition to the classes that I can attend, I will have the opportunity to participate in a variety of forums that will allow me to address some of our organization’s current challenges and contribute to future Caselle product development.

To ensure maximum savings, I can register at a discounted rate before ***July 31, 2018***. Registration details are provided below. I have attached an overview of the classes that are available for me to attend and a template that I can use to document what I learn at the event. Upon my return, I can share the knowledge I’ve gained with the city council and to support my coworkers in their roles.

**Conference Pricing & Dates**

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| --- | --- | --- | --- |
| Early Registration:  | $450.00 |  | July 31, 2018 |
| Regular Registration:  | $495.00 |  | September 14, 2018 |
| Late Registration: | $595.00 |  | September 23,2018 |

Thank you for your consideration and commitment to our community.

[Insert Your Signature]

 **Class:**

**Instructor:**

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| **Highlights:** |   |
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| **Processes/ Workflows to Improve:** |  |
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| **Next Steps:** |  |
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| **What Other Participants Shared:** **Organization Name:** **Contact Info:** |  |
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**Wednesday**

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| **Class Block 1:** |
| Executech - Making Cybersecurity a Priority | Daily Utility Routines |
| General Ledger Basics | Payroll I |
| Accounts Payable Basics | Payroll/Human Resources/Timekeeping Forum |
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| **Class Block 2:** |
| NatPay Demo | Monthly Utility Routines |
| General Ledger & Utility Management Interface  | Payroll II |
| Requisitions and Purchase Orders | General Ledger Forum |
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| **Class Block 3:** |
| Xpress Bill Pay Demo | Utility Management Best Practices |
| General Ledger and Payroll Interface | Payroll Best Practices |
| Accounts Payable Solutions | Community Development New Features |
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| **Class Block 4:**  |
| Manager Tools - Connect Online | Excel Add-ins |
| Human Resources/Payroll/Timekeeping Online | Service Orders/Maintenance Orders |
| Accounts Payable/ Purchase Orders Forum |  |
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| **Class Block 5:** |
| Cash Receipting Basics | Accounting Principles |
| Payroll Fundamentals | Document Management |
| Utility Management/Cash Receipting/Community Development Forum |

**Thursday**

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| **Class Block 1:** |
| Executech - Moving to the Cloud | Utility Reporting |
| Budgeting | Human Resources I |
| Master Records | Accounts Receivable |
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| **Class Block 2:** |
| NatPay Demo (Repeat) | Utility Management Landlords |
| Caselle Advantage | Human Resources II |
| System Management | Utility Management/Cash Receipting/Community Development Forum (Repeat) |
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| **Class Block 3:** |
| Xpress Bill Pay Demo (Repeat) | Utility Management Best Practices (Repeat) |
| Managing a Capital Project | Timekeeping |
| IT Disaster Recovery Plans | Accounts Payable Basics (Repeat) |
|  |  |
| **Class Block 4:** |
| Cash Receipting Basics (Repeat) | General Ledger - Connect Online |
| Payroll Multiple Positions | General Ledger Reporting Features |
| Asset Management |  |
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| **Class Block 5:** |
| General Ledger and Payroll Interface (Repeat) | Payroll Best Practices (Repeat) |
| General Ledger Basics (Repeat) | Payroll/HR/Timekeeping Forum (Repeat)  |
| General Ledger and Utility Management Interface (Repeat) |