

*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 Conference*

I am requesting approval to attend the Caselle Annual Conference. The conference will be held at the Aria Resort and Casino in Las Vegas, NV on October 9th and 10th, 2019. 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 by **July 31, 2019**. 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**

Early Registration:	\$450.00	June 1, 2019 - July 31, 2019
Regular Registration:	\$495.00	August 1 - September 12, 2019
Late Registration:	\$595.00	September 13, 2019 - September 30, 2019

Thank you for your consideration and commitment to our community.

[Insert Your Signature]

**Class:**

**Instructor:**

**Highlights:**

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**Processes/  
Workflows to  
Improve:**

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**Next Steps:**

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**What Other  
Participants Shared:**

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**Organization Name:**

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**Contact Info:**

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## Wednesday

### Class Block 1:

- Payroll Checklist
- Accounts Payable Checklist
- Utility Management- Daily Routines
- General Ledger and Payroll Interfaces
- Online Payroll/Human Resources

### Class Block 2:

- Payroll Fundamentals
- Accounts Payable Best Practices
- Utility Management - Monthly Routines
- Asset Management
- Utility Management/Cash Receipting/Community Development Forum

### Class Block 3:

- Payroll Positions
- Purchases and Requisitions
- Utility Management Best Practices
- Document Management
- Accounting Principles

### Class Block 4:

- Payroll/Timekeeping/Human Resources Best Practices
- General Ledger Checklist
- Service/Maintenance Orders
- Excel Add-in
- Accounts Payable/Purchase Orders Forum

### Class Block 5:

- Payroll Year End
- General Ledger Best Practices
- Cash Receipting
- System Management
- Payroll/Timekeeping/Human Resources Forum

## Thursday

### Class Block 1:

- Human Resources Basics
- Accounts Payable Year End
- Online - General Ledger
- Business License/Tax
- Online Timekeeping

### Class Block 2:

- Payroll Taxes/Calculations
- General Ledger and Utility Management Interface
- Utility Management- Landlords
- Master Records
- Community Development - Permitting

### Class Block 3:

- Human Resources Requests
- Budgeting
- Utility Management - Organizational Setup and Inquiry
- IT Disaster Recovery
- Online - Accounts Payable

### Class Block 4:

- Payroll Reporting
- Managing a Capital Project
- Utility Reporting
- Caselle Advantage
- General Ledger Forum

### Class Block 5:

- Payroll/Timekeeping/Human Resources Best Practices (Repeat)
- General Ledger Best Practices (Repeat)
- Cash Receipting (Repeat)
- Accounts Payable Best Practices (Repeat)
- System Management (Repeat)