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**EIM Attendance Justification Letter**

Dear <manager’s name>,

I would like to request approval to attend Emburse’s customer conference, Emburse in Motion, which will take place July 20-21 in Chicago, IL. I believe that attending Emburse in Motion will help further develop my product understanding and skills, and build knowledge around new innovations and best practices.

**By attending Emburse in Motion, I will:**

* Hear about Emburse’s vision for the future and get a preview of the product roadmap
* Attend product-specific breakouts and training sessions
* Network with peers and meet our customer success team
* Learn about spend optimization best practices and trend
* Hear inspiring success stories presented by our peers

The [agenda](https://www.emburse.com/learn/events/emburse-in-motion-ny-april-in-person) of the 2-day event is filled with valuable sessions presented by thought leaders, Emburse customers, and product experts. I have identified several sessions that will enable me to learn best practices from other users, hear about product updates and participate in product sessions that our organization will highly benefit from. In particular, <session title 1>, <session title 2> and <session 3> will allow me to obtain new knowledge related to our business needs and strategic goals.

The approximate investment for my Emburse in Motion attendance is as follows <complete the information as appropriate>:

Travel costs $XXX

Accommodation (X nights at $/night) $XXX

Meals (3 days at $XXX)\* $XXX

Event Pass (for 2 days) $295/$395

**Total cost to attend: $X,XXX**

*\*meals will be provided at conference*

When I return from Emburse in Motion, I will compile an event summary and share conference material with my colleagues and key stakeholders.

Thank you for your consideration.

[Add standard sign off]