CCT CONNECT Conference
Justification Letter

< Date >

Dear < supervisor’s name >,

I would like to attend Casino Cash Trac’s CONNECT User Conference May 22 – May 24, 2022, at Choctaw Resort & Casino in Durant, Oklahoma. The conference will enable me to attend several educational sessions directly applicable to my work and allow me to network with many other Casino Insight experts from across the U.S. Many of the presentations are tailored to my responsibilities within the Casino Audit System (CAS), a system crucial to our gaming operations and highlight <list benefits of your responsibilities>. After reviewing the conference agenda, I have identified several education sessions which will allow me to gain knowledge and understanding about how we can improve our processes and, further utilize the Casino Insight platform. The presentations are facilitated by both industry experts and colleagues who have faced similar challenges.

I am seeking approval for the registration fee, travel expenses to the conference, and living expenses during the conference. A detailed cost breakdown is included below.

Remove once completed: < The numbers in brackets below will need to be adjusted to reflect the current pricing. All registration fees are listed here. The travel costs vary as well and should be changed to reflect your costs. >

< You will need to insert your travel cost numbers in here >

Here is the breakdown of conference costs:

* Roundtrip Airfare: <$xxxx>
* Transportation: <$xxxx> Free transportation for arrivals and departures through DFW airport.
* Hotel: $199 + tax for Saturday night if needed, $99 + tax for Sunday and Monday nights
* Meals: Oklahoma per diem rate for meals $55 per day. Most meals will be provided by the conference.
* Conference Fee: $399
* The total costs associated with attending this conference are: <$xxxx>.

The opportunity for me to develop better contacts and gain knowledge in specific areas makes my attendance at CCT’s CONNECT Conference a wise investment, which will yield rich dividends for our organization.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

< your name here >