



Need a little help getting approval from your employer to attend the 2020 GCS Intelligent Reporting Summit?

Below, you will find a "justification letter" template designed to help your employer understand the benefits of having their employees attend the Summit. This general template will get you started while allowing you to customize it to you and your organization's particular needs.

Date

Dear <Manager>

I am writing to ask for approval to attend the **Sovos Global Compliance Series – Intelligent Reporting Summit**. The GCS Intelligent Reporting Summit is the premier event for tax reporting professionals providing education and training on regulatory compliance. The Summit offers up to **11 CPEs** and will provide a unique opportunity to engage with industry experts and peers to learn best practices and share experiences and relevant information and resources I need to stay in compliance with constantly changing regulatory requirements.

The conference will be held at the **Marriott Georgetown, Washington, D.C, on October 5-7, 2020** and includes a **Taxport training on October 5**.

The cost to attend the conference will be the registration fee, travel expenses, hotel, and parking (is needed).

The total cost for the conference is (fill in the blank items below):

Conference Fee: \$705.00 (Pre-Tax Season price with 30% discount until January 31, 2020) \$ _____

Airfare: (DCA – Reagan National Airport) \$ _____

Transportation to and from Hotel (5 miles from DCA): \$ _____

Hotel: \$299.00/night plus 14.95% tax \$ _____

Meals: (during conference all meals are included in the conference fee)

Total: \$ _____

I plan on submitting a post-conference report that will include an executive summary, key conference takeaways, tips, and a set of recommendations for the organization.

Thank you for considering this request. I hope to take advantage of the Pre-Tax Season registration discount which ends on January 31st.

Sincerely,