# Instructions

The conference attendance justification letter samples are templates that you can customize to most accurately reflect why you are interested in attending the CSU Academic Resources Conference and share with your supervisor to request attendance/travel/budget approval.

These sample letters are meant to be a starting point for you and they are completely customizable. All sections in yellow should be filled in or removed if they are not applicable. Once you’ve filled in the customized sections in yellow, be sure to select all text and remove the highlight.

Email us at [info@csuarc.org](mailto:info@csuarc.org) if you need help customizing your letter or reaching out to your supervisor for approval.

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# General Sample

Date

Dear <supervisor’s name>:

I would like to attend the annual CSU Academic Resources Conference May 30 - June 2, 2023 in Monterey. The conference offers sessions across five tracks and I am most interested in [budget, human resources, professional development, student success] track(s) because [they/it] will cover information critical to my daily job duties.

At the conference, I will have the opportunity to promote the work we do at <department/division> and strengthen my [leadership, communication, diversity & inclusion, budget/finance] skills while networking with CSU professionals in similar positions across campuses to share best practices.

At the conference, I will have the opportunity to promote the work we do at the Provost Office and strengthen my diversity in hiring and leadership skills while networking with CSU professionals in similar positions across campuses to share best practices.

This is the only conference that offers a live and in-person opportunity to engage with my [administrative, analyst, academic, specialist, coordinator, student services professionals] colleagues on behalf of the California State Universities. I will also have a unique opportunity to learn about specific tools and applications the CSU is implementing or improving that are required for my job (i.e. CHRS, Data Warehouse, PeopleSoft, CSU Buy, 360).

The early registration fee for the conference is $699 (if registered by February 28) and will increase by $100 beginning March 1st. This is equivalent to $60-$70/month if you spread the cost out over the span of a full calendar year.

Your investment in my professional development will allow me to grow in my role and will support the continued growth and success of <department/division>.

I look forward to sharing the ideas, resources, and information I learn about at this conference so we can stay ahead as we continue to grow with the CSU.

Sincerely,

<your name here>

# Administrative Sample

Date

Dear <supervisor’s name>:

I would like to attend the annual CSU Academic Resources Conference May 30 - June 2, 2023 in Monterey. The conference offers sessions across five tracks and I am most interested in the human resources and professional development tracks because they will cover information critical to my daily job duties.

At the conference, I will have the opportunity to promote the work we do at the Provost Office and strengthen my diversity in hiring and leadership skills while networking with CSU professionals in similar positions across campuses to share best practices.

This is the only conference that offers a live and in-person opportunity to engage with my Admin Support Coordinator colleagues on behalf of the California State Universities. I will also have a unique opportunity to learn about specific tools and applications the CSU is implementing or improving that are required for my job (i.e. CHRS, PeopleSoft, CSU Buy).

The early registration fee for the conference is $699 (if registered by February 28) and will increase by $100 beginning March 1st. This is equivalent to $60-$70/month if you spread the cost out over the span of a full calendar year.

Your investment in my professional development will allow me to grow in my role and will support the continued growth and success of the Provost Office.

I look forward to sharing the ideas, resources, and information I learn about at this conference so we can stay ahead as we continue to grow with the CSU.

Sincerely,

<your name here>

# Budget Sample

Date

Dear <supervisor’s name>:

I would like to attend the annual CSU Academic Resources Conference May 30 - June 2, 2023 in Monterey. The conference offers sessions across five tracks and I am most interested in the budget and professional development tracks because they will cover information critical to my daily job duties.

At the conference, I will have the opportunity to promote the work we do at the University Budget Office and strengthen my budget, finance, and communication skills while networking with CSU professionals in similar positions across campuses to share best practices.

This is the only conference that offers a live and in-person opportunity to engage with my budget analyst colleagues on behalf of the California State Universities. I will also have a unique opportunity to learn about specific tools and applications the CSU is implementing or improving that are required for my job (i.e. Data Warehouse, PeopleSoft).

The early registration fee for the conference is $699 (if registered by February 28) and will increase by $100 beginning March 1st. This is equivalent to $60-$70/month if you spread the cost out over the span of a full calendar year.

Your investment in my professional development will allow me to grow in my role and will support the continued growth and success of the University Budget Office.

I look forward to sharing the ideas, resources, and information I learn about at this conference so we can stay ahead as we continue to grow with the CSU.

Sincerely,

<your name here>

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# Student Services Professional

Date

Dear <supervisor’s name>:

I would like to attend the annual CSU Academic Resources Conference May 30 - June 2, 2023 in Monterey. The conference offers sessions across five tracks and I am most interested in student success and professional development track(s) because they will cover information critical to my daily job duties.

At the conference, I will have the opportunity to promote the work we do at the Student Success Center and strengthen my leadership and communication skills while networking with CSU professionals in similar positions across campuses to share best practices.

At the conference, I will have the opportunity to promote the work we do at the Provost Office and strengthen my diversity in hiring and leadership skills while networking with CSU professionals in similar positions across campuses to share best practices.

This is the only conference that offers a live and in-person opportunity to engage with my Program Coordinator colleagues on behalf of the California State Universities. I will also have a unique opportunity to learn about specific tools and applications the CSU is implementing or improving that are required for my job (i.e. CHRS, Data Warehouse, PeopleSoft, CSU Buy, 360).

The early registration fee for the conference is $699 (if registered by February 28) and will increase by $100 beginning March 1st. This is equivalent to $60-$70/month if you spread the cost out over the span of a full calendar year.

Your investment in my professional development will allow me to grow in my role and will support the continued growth and success of the Student Success Center.

I look forward to sharing the ideas, resources, and information I learn about at this conference so we can stay ahead as we continue to grow with the CSU.

Sincerely,

<your name here>