Dear [boss/manager name],

I am asking for your approval to attend the **41st Annual Payroll Congress, 16-19 May 2023,** at the **Gaylord Rockies Resort and Convention Center in Denver, Colorado, USA**. This educationalevent provides world-class training covering a wide spectrum of local, national, and global payroll topics,such as continuous compliance changes, outsourcing and globalization, managingprocess improvements, and global risk management. I am eager to attend this event since the training and insightspresented here will better prepare me to support our organization with an understanding of new payroll technologies and regulatorychanges.

In addition to world-class payroll training, this event will connect hundreds of the most ambitious and intelligent payroll professionals for four days of networking and interaction with **leading-edge companies**, **dynamic keynote speakers and industry experts,** and **never-before-seen products and services at the world’s largest Expo**!

**Advantages for our organization**

This event will allow me to build a personalized educational program tailored to our organization’s needs. Here are a few advantages:

* Become familiar with the latest payroll products and services that could be of use to our organization in the future
* Learn best practices that will help improve internal controls, procedural efficiencies, and payroll accuracies
* Increase my abilities in identifying compliance issues and resolving them before our organization is subject to penalties
* FREE access to Virtual Congress & Expo in June with additional educational sessions that are presented live by subject matter experts (a $499 value)

**Summary of costs**

|  |  |
| --- | --- |
| **Item** | **Expenses** |
| Conference fee, includes three lunches | $2,075 |
| Hotel | $765 plus applicable taxes |
| Flight | $300 - $600 |
| Ground Transportation | $50 |
| **Total** | $3,190 - $3490 |

I appreciate your consideration of my request. Please take a moment to look at the Payroll Congress website — apacongress.com — for an overview of covered topics. I could not be more excited to attend this event, and I’m certain this opportunity will be one of the best investments for myself and the entire organization.

*Thank you for your time.*

*Yours truly,*

*[YOUR NAME],*

*a payroll professional, passionate about developing new skills to improve our team*