

Date:

To:

From:

Re: Budget request for user training on B2Gnow system

To Whom It May Concern:

Please consider this as a formal written request for budget approval to attend the B2Gnow User Training in Litchfield Park, Arizona.

The event is April 21-24, 2025, and consists of 50+ intensive training sessions that offer comprehensive and educational training with our diversity compliance software system. I will also be able to take advantage of one-on-one sessions with expert staff to review complex situations and issues and gain hands-on experience for creating ad-hoc reports. I will be trained on efficiently utilizing and leveraging the functionality and features of our diversity compliance software system. This will ultimately drive productivity and streamline many of our processes, resulting in an immediate return on investment by saving our organization funds and staff hours.

Approximate cost breakdown:

<i>Roundtrip Airfare:</i>	\$500 (estimated)
<i>Attendance package</i> <i>(includes registration fee & 3 nights accommodation)</i>	\$2,599 (includes taxes and fees) <ul style="list-style-type: none">• \$796 hotel<ul style="list-style-type: none">➢ 229 a night➢ \$10 a day resort fee➢ Tax• \$1,699 standard event registration• \$104 Admin Fee
<i>Airport Shuttle to/from the Venue:</i>	\$100 (estimated)
<i>2 Travel Meals & 1 Dinner on my own:</i>	<u>\$125</u>
Total Amount Requested:	\$3,324

I would be happy to submit a post-conference report with a summary, major takeaways, tips, and a set of recommended actions we can take to maximize the benefits and efficiencies gained from our B2Gnow software investment.

Thank you for your consideration. I look forward to your reply.

Regards,