

Justification Letter Template

Subject: Request to Attend Go Beyond 2019

Dear [Decision Maker Name],

BeyondTrust is hosting their first annual user conference, Go Beyond, on October 28-30, 2019 in Scottsdale, Arizona. I believe my attendance will have a significant impact on our ability to leverage existing BeyondTrust solutions to improve security within our organization. My goal is to bring back ideas and best practices to maximize our existing investment in BeyondTrust solutions.

#### Value of the Conference

- Learn best practices from other BeyondTrust customers
- Talk with BeyondTrust experts (including their Executive Leadership Team)
- See the newest innovations and product roadmaps from BeyondTrust
- Attend technical sessions to learn best practices on how to most effectively utilize BeyondTrust
- Network with peers at conference events

Here is an approximate **breakdown of conference costs:**

Registration Fee <i>(includes all meals throughout conference)</i>	\$600
Airfare:	\$500
Hotel (\$179++/night x 3 night)	\$600
Transportation (round trip taxi from airport to hotel)	\$50
Incidentals (additional meals, tips, etc.)	\$100
<b>Total:</b>	<b>\$1,850</b>

By attending Go Beyond 2019, I'll return to work with recommendations and best practices for improving our IT security posture and I will share the content and ideas that I gained from attending with my fellow colleagues.

Thank you for considering this request, and I look forward to your reply.

Sincerely,

{Your Name Here}