**Re: 2017 ACCA Africa Members Conference: 6-8 December 2017 – Addis Ababa, Ethiopia**

I would like to attend the first ever ACCA Africa Members Conference as outlined above. I attach the conference agenda and have - in this memo - briefly outlined the direct business benefits to the firm of my attendance. If anything needs clarification or elaboration, please let me know and I will be happy to provide additional detail.

The ACCA Africa Members Conference is a one-of-a-kind opportunity for me as a finance professional to learn from the leading practitioners in the sector. The event will attract a significant number of the over 14,000 ACCA members across Africa, including top professionals in the private and public sector as well as vendors and consultants that would benefit companies like ours.

This year’s event is especially important because it is focused on preparing for the future and in such changing economic times, we need to learn how to best respond. The conference is an intensive 3-day program of plenary education and specific hands-on learning sessions that are designed to be immediately actionable back at the office. I plan to use my non-class time to interact with industry peers and gain additional knowledge on best practices.

Below, I have outlined some benefits of attending the conference sessions that I believe will positively impact my work and consequently the organization:

* [actionable outcome for the organization, such as a gap analysis]
* [personal action plan]
* A trip report and briefing to the department
* A plan to transfer knowledge to others on the team

I am seeking approval for the registration fee and travel expenditures. Here is a complete breakdown of the costs:

Airfare: [xxx]

Transportation: [xxx]

Hotel: [xxx]

Meals: [xx] (breakfast, lunch and dinner are included in the conference fee)

Conference Fee: [xxxx]

TOTAL: [xxxx]

I believe that the specific benefits to us of my attendance at this conference represent an appropriate use of our training budget. I am confident that my attendance will pay dividends and I will work tirelessly to ensure that they do.

I would like to spend some time with you in the next few weeks to find out what your requirements for my attendance would be and ensure that your expectations are met.

I would appreciate your consideration of my request.

Sincerely,