

## SAMPLE



### Conference Attendance Justification Letter

January 2, 2026

Dear Ms. Supervisor,

I would like to attend the **80<sup>th</sup> IIMC Annual Conference** on May 17-21, 2026 in Reno, Nevada. Attendance at this conference will enable me to attend a variety of educational sessions, collect resources, and give me access to a network of leading industry professionals and colleagues.

This year's IIMC Annual Conference offers sessions specifically designed for Clerk skill-building, professional development, and enrichment. The IIMC Annual Conference is comprised of diversified programming of educational sessions focused on a wide range of topics that include Leadership, Artificial Intelligence (AI) Productivity, Emotional Intelligence, Policy Implementation, Team Dynamics, Strategic Goal-Setting, Technological Tools, and more.

All of these sessions will help the Clerk's office and our community to stay ahead of a challenging and fluctuating environment. These sessions will provide solutions to many issues that our municipality faces. The ideas, best practices, contacts, and tools I will gain from this conference will save time and money while prioritizing our municipality's needs. I am committed to sharing knowledge and resources with my office.

With the current economic conditions, I understand we must be very conscientious of where we spend money. Therefore, I have broken down the costs for me to attend this conference. I have budgeted **\$2,952.50** to attend IIMC's conference. For a breakdown of these costs, please refer to the worksheets I have completed and included with this letter.

I believe attendance at this conference is a prudent investment in our community's future.

Sincerely,

Millie Lee



# Registration Fee Worksheet

\* All prices listed are \$USD

Early Bird (until 3/13/2026)		Regular (from 3/14/2026)		Registration
IIMC Member	\$750	IIMC Member	\$825	\$650
First Timer (Regions 1-9) Credit	-\$50	First Timer (Regions 1-9) Credit	-\$50	
* IIMC Region 8 West, Region 8 East Credit	-\$50	* IIMC Region 8 West, Region 8 East Credit	-\$50	
IIMC Region 10 (Canada)	\$460	IIMC Region 10 (Canada)	\$510	
IIMC Region 11 (Outside of North American Countries)	\$395	IIMC Region 11 (Outside of North American Countries)	\$445	
IIMC Retired Member	\$195	IIMC Retired Member	\$245	
Non-Member	\$840	Non-Member	\$890	
Guest	\$265	Guest	\$315	
SATURDAY: Optional Pre-Conference Sessions				
Athenian Dialogue			\$110	\$110
Academy (AM)			\$159	
Academy (PM)			\$159	
SUNDAY: Optional Pre-Conference Sessions				
Athenian Dialogue			\$110	
Academy (AM)			\$159	\$159
Academy (PM)			\$159	
TOTAL				\$919

\* The following states qualify for a Region 8 West, Region 8 East credit: Arizona, Colorado, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Utah, Wyoming



# Conference Budget Worksheet

Name

Millie Lee

Total Airfare Costs (estimated)

\$318.00

Travel Dates

5/15-5/22/2026

Date	Description	Ground Transportation (Rental Car, Taxi, rideshare, Shuttles) (Estimated)	Standard Lodging (Estimated: \$171.50 ([\$150 plus 13%]/night+2 fee)	Breakfast (GSA/DOS Rate: Reno: \$20/day)	Lunch (GSA/DOS Rate: Reno: \$22/day)	Dinner (GSA/DOS Rate: Reno: \$33/day)	Incidentals (GSA/DOS Rate: Reno: \$5/day)	Miles (personal vehicle) (Estimated)	Mileage Reimbursement (IRS Rate: \$0.70/mile, Automatically calculated)	Misc	Total
	<b>TOTAL CONFERENCE REGISTRATION FEES</b> (Automatically transferred from registration fee worksheet)										\$ 919.00
	<b>TOTAL AIRFARE</b> (Enter above, cells locked)										\$ 318.00
5/15/2026	Travel Day: To Reno, Nevada	\$12.00	\$171.50		\$22.00	\$33.00	\$5.00	15	10.5		\$ 254.00
5/16/2026	Travel Day or Optional pre-conference (Athenian Dialogue, Academy)	\$12.00	\$171.50	\$20.00	\$22.00	\$33.00	\$5.00				\$ 263.50
5/17/2026	Sun., Day 1	\$12.00	\$171.50	\$20.00	\$22.00	\$33.00	\$5.00				\$ 263.50
5/18/2026	Mon., Day 2 (Breakfast and Lunch incl.)	\$12.00	\$171.50	<b>INCLUDED</b>	<b>INCLUDED</b>	\$33.00	\$5.00				\$ 221.50
5/19/2026	Tues., Day 3 (Lunch and Dinner included)	\$12.00	\$171.50	\$20.00	<b>INCLUDED</b>	<b>INCLUDED</b>	\$5.00				\$ 208.50
5/20/2026	Wed., Day 4 (Breakfast and Dinner incl.)	\$12.00	\$171.50	\$20.00	\$22.00	\$33.00	\$5.00				\$ 263.50
5/21/2026	Thurs., Day 5 (Breakfast and Dinner included)	\$12.00	\$171.50	<b>INCLUDED</b>	\$22.00	<b>INCLUDED</b>	\$5.00				\$ 210.50
5/22/2026	Travel Day: From Reno, Nevada			\$20.00				15	10.5		\$ 30.50
											\$ -
<b>TOTAL CONFERENCE COST</b>		\$84.00	\$1,200.50	\$100.00	\$110.00	\$165.00	\$35.00	30	21		\$ 2,952.50

Travel Day to Reno: (5/15 if attending pre-conference, 5/16 if attending regular conference only).

Per Diem rates are based on the 2026 GSA schedule. Mileage rates above are based on the IRS projection for 2026.