

2011 AVST Oasis User Conference

October 5-7, 2011

REQUEST FOR APPROVAL



To: _____
From: _____
Date: _____

I am requesting your approval to attend the 2011 AVST Oasis User Conference to be held October 5-7 at the Disneyland Resort in Anaheim, CA. This is a valuable opportunity to network with other CallXpress users and to meet face to face with AVST engineers and executives. I can provide AVST with valuable feedback on their products and services while establishing personal relationships with many of the key personnel that make decisions about the product we are using.

The registration fee of \$299 covers all of the conference sessions as well as all meals and evening events. I will be required to pay for any related travel to and from the conference, including hotel and airfare. To help mitigate this cost, AVST is offering a training voucher of \$300 good for future CallXpress Training.

The estimated travel costs will be:

Airfare \$ _____
Hotel \$ _____
Ground Transportation \$ _____

This cost is covered by budget line item:

- Education/training
- Marketing
- Reward/recognition
- Special project _____ [insert project name and code]

I expect to return with valuable new ideas for improving our service and support organization and to share them with our team. I would appreciate your approval to enable us to maximize both conference and travel discounts.

Sincerely,

Print Name _____

Signature _____

Title _____