**Cost/benefit worksheet:**

Costs

* The registration fee includes evening receptions Sunday and Monday, continental breakfasts, refreshment breaks and luncheons Monday and Tuesday – therefore out of pocket costs for meals will be minimal to attend. The registration fee is $ USD
* HCCA has offered discounted hotel rooms at $299 per night (all rates plus tax). The cost for my hotel will be plus tax.

**Total estimated cost for registration/travel/housing, including parking at the airport and taxis to/from the conference venue is** $­­ USD

Benefits

1. List the sessions you plan on attending and the key points that they will cover (you can get this information from the conference brochure). Be sure to tie these back to issues your organization faces with its compliance program.
2. List the key vendor issues you have – i.e. need a new vendor or interested in replacing a current one – and the vendors you plan on meeting with during the conference.

**Sample Letter to submit to your supervisor**

To: Supervisor/Manager or Board, etc.

I would like to attend the Health Care Compliance Association’s Healthcare Enforcement Compliance Institute, scheduled for November 3-6 in Washington, DC. This event brings together compliance professionals, attorneys and enforcement authorities to discuss the latest on enforcement and the practical steps to develop effective compliance programs that meet the changing enforcement environment.

In reviewing the agenda for the conference there are several sessions that I feel are highly relevant to our compliance challenges and could provide us with the opportunity to improve the effectiveness of our compliance program:

* Session example 1
* Session example 2
* Session example 3
* And so on

In addition, there will be an exhibit hall with a number of vendors. As you know we are currently reviewing the use of an outside vendor for LIST ISSUE, and this will provide the opportunity to efficiently meet with several providers who may be a fit for us.

The total estimated cost for my attendance is $ . I hope you will approve this investment in our compliance program.

Sincerely,

Your Name