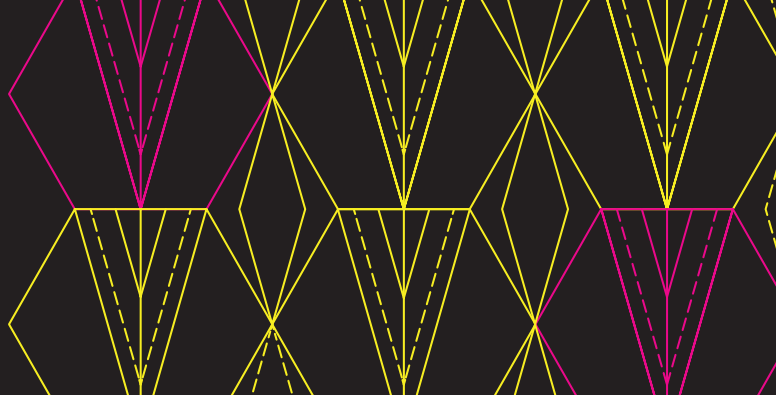




AFP 2020

LAS VEGAS | OCTOBER 18-21



Dear

AFP 2020 is the most important event for treasury and finance. Nearly 7,000 attendees will meet in Las Vegas, NV October 18–21, 2020 to share effective ideas and exchange best practices.

I believe my participation will bring new, innovative ideas to our organization. I'll hear from thought leaders and distinguished speakers, learn best practices from my peers and find solutions to our organization's issues at world-class educational sessions.

I would like to request approval to attend. You can visit www.AFP2020.org for more information.

I believe the following sessions will specifically benefit our organization:

I plan to speak with the following exhibitors to improve our operations:

These are my projected costs for attending AFP 2020:

Airfare –

Hotel –

Registration Fee –

Miscellaneous (meals/taxi) – \$

I believe this event will have significant ROI for our organization. After returning, I'll provide key takeaways and recommended actions.

I would appreciate your approval of this request.