

Sample Training Authorization Letter for APA Congress

INSTRUCTIONS

Feel free to shorten or otherwise adapt this memo to fit your needs. To use this sample memo, simply highlight the text that appears on the page, copy (control-c) and paste (control-v) it into your word processing program. Sections in [square brackets] should be customized with your information.

From the following partial list of Congress workshops, select a few of interest to include in the memo below:

How to Reconcile and Reassure Your Executives' Total Pay
Forum on Federal Payroll Issues
Secrets of a Successful Year-end
Emerging Trends in Payroll Tax Administration
Paid Sick Leave: From Perk to Mandate
State and Local Payroll: Key Developments and Research Tools
Quality Enhancements for Payroll
Perform a Root Cause Payroll Analysis: Take Your Payroll Department to the Next Level
Payroll Fraud: Detect, Deter, Defend
Managing Termination Pay
Six Sigma and Lean Practices Promote Success on Your Payroll Journey
Telecommuting: Wage and Hour/Taxation Issues
When Does a Visa Impact Withholding?
State and Local Taxation of Stock Options and Other Equity-Based Awards
What Every Payroll Professional Needs to Know About Emerging Payroll Technologies

Memorandum

To: [name of your manager and/or person who would approve your request to attend]

cc: Finance

From: [your name here]

Date: [fill in as appropriate]

Subject: Request for Training Authorization

I request your authorization for me [and/or ___ # of my staff members] to attend the American Payroll Association's (APA) 37th Annual Congress, May 14-18, 2019, in Long Beach, California. What [we, I] learn at this educational conference will directly benefit our organization's bottom line.

The timely compliance education provided at APA's Congress will greatly help our payroll operations stay up-to-date with the many laws and regulations governing payroll. With the new Tax Cuts & Jobs Act this year, our failure to keep updated on these requirements could cost us thousands or even millions of dollars in noncompliance penalties.

Below are highlights of the unique learning opportunities available only at APA's Congress:

- More than 180 unique workshops, taught by renowned industry and government experts, will allow me to select training targeted to our specific needs.
- Of special interest to us are the following workshops:
[Insert several workshops from the list above.]
- Top officials of key government agencies will be there, offering important updates.
- The Congress Expo is the world's largest showcase of payroll and finance-related products and services. Here I'll explore new ways to reduce costs and improve the efficiency of our operations.
- Networking with thousands of assembled experts, exhibitors, speakers, colleagues, and peers provides us an unparalleled opportunity to learn lessons and benefit from others' knowledge and experience.

The APA, founded in 1982, is the leader in payroll education, and its Annual Congress is the premier learning conference for payroll, accounts payable, finance, and HR professionals.

The return on investment (ROI) from attending this event will be immediate and significant. Therefore, I request your approval to attend the APA's 37th Annual Congress, May 14-18, 2019, in Long Beach, California.