**Cost/benefit worksheet:**

Costs

* The registration fee continental breakfasts, refreshment breaks and luncheons Monday through Thursday, plus dinner on Tuesday. Therefore out of pocket costs for meals will be minimal to attend. The registration fee is $ USD
* SCCE has offered discounted hotel rooms at €209,00 per single per night (inclusive of 10% VAT) or €225.50 per double occupancy per night (inclusive of VAT). The cost for my hotel will be € .
* Travel (air/car/train is estimated to be € . Other travel costs (food, parking, etc.) is estimated to be € .

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

**Sample Letter to submit to your supervisor**

To: Supervisor/Manager or Board, etc.

I would like to attend the Society of Corporate Compliance and Ethics’ Basic Compliance and Ethics Academy, which will take place 28 November – 1 December 2016 in Madrid, Spain. More than 3,500 compliance and ethics professionals worldwide have already graduated from an SCCE Academy.

The Academy will provide me with an opportunity to learn and bring back to the company best practices in the fundamentals of managing a compliance and ethics program. The curriculum covers the elements of an effective program. And it does so by looking across industry, which in turn helps ensure that our program aligns with best practices not just for our industry, but for industry as a whole.

This is not a conference, I should note. It is classroom-style instruction, with a curriculum that remains constant across SCCE Academies worldwide – there are a total of 14 offered in 2016. The faculty is made up of experienced practitioners who bring together learning from their years of experience. In addition, the Academies include group projects, which will allow me to collaborate with and learn directly from my peers in other organizations.

Because this training is so widely used and so consistent, it help ensures that we are aware of prevailing industry best practices and can better measure our compliance program against them.

The Academy is also excellent preparation for the Certified Compliance and Ethics Professional – International (CCEP-I) exam, which is offered at the end of the Academy and costs an additional $ USD. As you know, certification is already common across many professions – HR, internal audit, fraud – and is an excellent way to demonstrate the professionalism of the staff. Having CCEP-I certified employees on the compliance team demonstrates the experience of expertise of our staff.

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

Sincerely,

Your Name