



Dear _____,

Re: Waystar's True North user conference

I am writing to request approval to attend **True North**—Waystar's annual user conference. This year's event (September 30-October 2 in Orlando, Florida) will entail more than 40 hours of educational and networking opportunities. I believe this leading industry event is a worthwhile investment that will further empower me in my role and help our team elevate our RCM practices.

Waystar expects 400+ attendees, including clients from various care settings and members of the Waystar team with expertise across their many different solutions and specialties. The agenda includes:

- **Educational sessions focused on the specific needs of users and their organizations**
- **Opportunities to gain CME/CEU credits at no additional cost**
- **Networking activities with industry peers, thought leaders and the Waystar team**

More specifically, I plan to use my time at True North to explore ways our organization can achieve the following goals:

After the conference, I will plan to meet with you to discuss key takeaways and recommendations. *Waystar will provide relevant presentations and materials from the event.*

I've attached a breakdown of estimated costs for your reference. Again, I strongly believe we will see significant ROI from attending.

Thank you for your consideration. I look forward to your reply.





TRAVEL AND CONFERENCE EXPENSES	AMOUNT
<p>Full conference registration The registration fee covers access to general sessions, breakouts, solution demos and a complimentary one-on-one “Ask the Expert” session that highlights Waystar’s latest products and technology. The registration fee also includes the following meals to help make out-of-pocket expenses more manageable:</p> <ul style="list-style-type: none"> • Breakfast on Thursday & Friday • Lunch on Thursday • Dinner on Wednesday & Thursday • Morning and/or afternoon refreshment breaks on Thursday & Friday <p>Reminder: Register before May 31 to be eligible for discounted early bird pricing.</p>	<p><i>Insert current pricing here:</i></p>
<p>Hotel accommodations Waystar has arranged for a discounted rate of \$269 per night (plus taxes and fees) at the Disney Yacht & Beach Club. Internet is provided free of charge at the hotel.</p>	
<p>Airfare Discounted airfare will be offered on Delta and American Airlines. The closest airport is Orlando International Airport (MCO).</p>	
<p>Ground transportation The hotel is about 20 miles from Orlando International Airport. Transportation to and from the airport is included for those staying at the Disney Yacht and Beach Club.</p>	
<p>Total estimated cost for registration, travel, and accommodations:</p>	