SAMPLE JUSTIFICATION LETTER FOR LUC 2027

Dear [Decision Maker Name],

I am writing to request approval to attend LUC 2027, the annual CourseLeaf User Conference hosted by Leepfrog Technologies. As CourseLeaf supports our **<catalog publication, curriculum management, academic scheduling, student advising and registration, and/or syllabi management>** processes, this conference represents a valuable opportunity to strengthen our institutional use of the system and ensure we are leveraging it effectively.

LUC 2027 will be held March 2–4, 2027, at The Peabody Hotel in Memphis, Tennessee. The conference brings together hundreds of professionals from colleges and universities across the country for three days of focused learning, collaboration, and system-specific training.

The program includes:

- Two days of sessions addressing functional, technical, and strategic use of CourseLeaf.
- A pre-conference workshop day offering hands-on training and deeper system exploration.
- Dedicated consultation hours for one-on-one discussions with CourseLeaf specialists.
- Opportunities to engage with peer institutions to share practices and solutions.
- Structured time to provide product feedback and learn about upcoming enhancements.

Attending LUC 2027 would allow me to:

- Improve our efficiency and effectiveness in managing CourseLeaf workflows.
- Identify strategies to better support faculty, advisors, and students.
- Bring back practical insights and recommendations aligned with our institutional priorities.
- Strengthen our connection to the broader CourseLeaf user community.

Estimated Cost to Attend:

Travel: $XXX
Accommodations: $XXX ($249 + tax per night)
Meals not covered by the conference: $XXX (see note below)
Conference Registration: $1095
Pre-Conference Workshop (optional): $595

Estimated Total: $XXX

Please Note: Meals included with conference registration are Tuesday breakfast and lunch (for workshop day attendees only), Wednesday breakfast, lunch, and dinner; Thursday breakfast and lunch.

Upon returning, I will share key takeaways with the team, including actionable recommendations and relevant conference materials to ensure the broader department benefits from the investment.

I believe attending LUC 2027 aligns directly with our goals of continuous improvement and effective stewardship of our academic systems. Thank you for considering this request. I am happy to provide any additional information you may need.

Sincerely,
[Your Name]