

Company Conference Attendance Approval Form

Purpose: Streamlines the process of requesting and granting permission for employees to attend conferences. Ensures efficient approval workflows and proper documentation.

Employee Name:

Department:

Position/Title:

Conference Details

Conference Name:

Location (City, Venue):

Dates of Conference:

Purpose/Expected Benefit of Attendance:

Total Cost Estimate (Registration, Travel, Accommodation):

Suggested Funding Source:

Supporting Documents

Attach supporting documents (agenda, invitation, cost breakdown, etc.):

No file selected

Approval Workflow

Manager Name/Signature:

Date of Manager Approval:

Executive/HR Approval (if needed):

Date of Executive/HR Approval:



I confirm that all information provided is accurate to the best of my knowledge.

Submit Request