

[Place onto your university's letter head.]

[Insert date]

Dear ***[insert to whom the letter should be directed]:***

I am requesting to travel to Florida for a conference on ***[insert exact date range of your travel]***, and to be reimbursed for that travel. The National Council on Family Relations (NCFR)—the premier professional association for understanding families through interdisciplinary research, theory, and practice—is holding its annual conference in Orlando, Florida, on Nov. 8–11, 2023 ***[change date if attending a preconference]***.

NCFR is the only professional association for those in the Family Science discipline where research, practice, and education are solely focused on families. NCFR holds an annual international conference where students and professionals present peer-reviewed research, receive job-required training, and earn continuing education for certifications and licensures. NCFR offers additional opportunities only available by attending the conference in person, such as ***[use justification below or add your own for attending the conference in person, i.e., why viewing conference sessions online is not enough]***:

- participating in leadership meetings where I help to shape the future of our discipline;
- collaboration and networking opportunities that I otherwise would not be offered;
- presenting alongside other family scholars and professionals; and
- attending many more academic sessions than are offered through online streaming methods.

Not attending and presenting at the conference in Florida would be a detriment to my continuing education and professional development. No other conference can provide the same type of research and education, and NCFR is only being held in Florida in 2023. Please see ncfr.org/ncfr-2023 for more information about the conference.

Under CA HB 1887, I request my travel to Florida to be reimbursed under the following exception***[s]***: ***[Include one or both of these exceptions as they pertain to you. Remove any examples that do not pertain to you.]***

1. **To participate in meetings or trainings required by a grant or required to maintain for grant funding.** ***[This exception can only be used if you have funding requiring you to present or participate in a conference, especially if NCFR was specifically identified in your funding.]***

[Explain the specifics of your funding and why you must attend NCFR. If your funding allows you to present at any conference, you could provide rationale for why presenting specifically at NCFR is important. The following is possible language you may use.]

While I could present my research at an alternative conference in an alternative state, I would miss the opportunity to present my research during the premier international family conference where preeminent family researchers will also present and attend sessions. Not having access to the preeminent family research would be a detriment to my research.

[Add any other reasons that will justify this exception.]

2. **To complete job-required training necessary to maintain licensure or similar standards**

required for holding a position, in the event that comparable training cannot be obtained in California or a different state not subject to the travel prohibition. *[Provide rationale as to how attending the NCFR conference in person is necessary to maintain your licensure or CFLE or job-related training. The following is possible language you may use as it pertains to you.]*

I hold a certification in Family Life Education (the Certified Family Life Educator—CFLE—credential). NCFR is the governing body of the certification and the only professional association that provides continuing education opportunities for CFLEs. NCFR requires 100 hours of continuing education every five years to maintain certification. Attending the NCFR Annual Conference in person allows me to earn approximately 20 hours of continuing education through the many conference sessions specific to CFLEs.

The NCFR Annual Conference provides *[collaboration, networking, and professional development opportunities]* (e.g., *[identify opportunities relevant for you]*) that are required of me for my employment. Not all of these same opportunities are provided online or at another conference. This is the only conference where all attendees are family scholars, educators, or practitioners. Further, these same opportunities may not be offered during another year, as the NCFR conference program changes annually. *[You could explain how NCFR has advanced your career and how not attending would harm future advancement.]*

I am required to present research, participate in annual conferences, and be involved in professional organizations as part of my *[employment / graduate training]*. NCFR is my professional home and is the only conference specific to the Family Science discipline. I do not attend or participate in any other professional organizations or conferences. Attending the annual conference of NCFR affords me unique opportunities that cannot be acquired by viewing conference sessions online or by attending another academic conference.

As chair of a Family Science department, attending the NCFR conference provides me with a unique opportunity to network with other Family Science department heads, which aids in my professional development.

I hold a leadership position with NCFR as *[insert your leadership position here]*. It is required of me to attend the NCFR Annual Conference while I hold this leadership position. Participating in this type of leadership position is also expected of me for promotion and tenure. I am unable to have this type of experience in other professional organizations.

[Add any other reasons you have that will justify this exception.]

Please let me know if you need any further documentation or have any questions. I look forward to hearing from you.

Best,

[Add your name and contact information]