



CACUBO

Central Association of College
& University Business Officers

MAKE YOUR CASE FOR ATTENDING THE **CACUBO 2026 Annual Conference**

September 27–29, 2026 | Omaha, Nebraska

Benefits	Description
Professional Development	Practical sessions on finance, HR, compliance, facilities, and technology that can be applied directly in your department.
Institutional Value	Bring back new ideas, proven practices, and actionable insights to improve processes, efficiency, and decision-making.
Peer Networking	Connect with business officers across the region to share best practices, benchmark policies, and build collaborations.
Continuing Education	Over 15 CPE credits available, supporting professional certifications such as CPA.

Why Attend

The **CACUBO 2026 Annual Conference** gathers higher education business and administrative leaders to discuss challenges, explore solutions, and share best practices that strengthen institutional operations and financial management.

Tools to Help You Request Approval

- **Request Letter Template** – Communicate the benefits of attending to your supervisor (*below*)
- **Post-Conference ROI Worksheet** – Document key takeaways, action items, and potential institutional impact
- **Estimated Budget Worksheet** – Document budget estimates such as registration fees, travel, hotel, transportation, and meal expenses

Learn more at www.cacubo.org

Sample Request

Dear [Manager’s Name],

I am requesting approval to attend the **CACUBO 2026 Annual Conference** in Omaha, Nebraska (September 27–29, 2026). The conference focuses on operational and financial challenges in higher education. Attending will allow me to gain practical insights, learn best practices from peer institutions, and bring back actionable knowledge for our department.

[list out specific key benefits for your role and the department]

I have prepared an estimated budget for registration, travel, and lodging and will manage expenses carefully to ensure the conference provides maximum value for our department and institution.

The conference also offers up to **12 CPE credits**. After the conference, I will share key takeaways with the team to maximize the value of this professional development opportunity.

Thank you for considering my request.

Sincerely,

[Your Name]