Dear **[Supervisor Name]:**

I would like your approval to attend the annual Evisions Conference, April 6-7 in San Antonio, TX. Because of the careful attention we are giving to our budget, I want to outline why my attendance would be more of an investment than an expense.

The Conference will host Evisions users from institutions around the world. By attending, I’ll sit in on sessions presented by fellow [Product Name] users and by Evisions experts. It provides an excellent opportunity to meet with peers, discuss similar business challenges, and glean best-practice advice. All of this will help us get the most out of our investment in Evisions [Product Name], as well as keep our department’s technology skills current.

My top three priorities to accomplish at Evisions Conference 2024 will be:

1. [Priority 1]
2. [Priority 2]
3. [Priority 3]

Attending the Conference will be an initial expense. However, the chance to meet, learn from, and problem solve with peers and Evisions experts will be incredibly beneficial to me, our department, and [Institution Name] over both the short and long term.

An estimation of the costs to send me to the Evisions Conference are as follows:

Airfare: $Amount  
Transportation: $Amount  
Hotel: $Amount  
Conference Fee: $Amount  
Meals: $Amount (Meals during the conference are included in the Conference Fee)

*Approximate Total: $Amount*

I plan to meet with you and our team after the Conference to discuss significant takeaways, tips, and recommended actions. (I can also distribute copies of presentations from the conference, which could be an asset to us all.)

Thank you for considering this request. I look forward to your reply.

Regards,

[Your Name]