Dear [Name],

I am requesting approval to attend the American Association of Collegiate Registrars and Admissions Officers’ (AACRAO) 106th Annual Meeting, April 5-8, 2020 in New Orleans, Louisiana. The AACRAO Annual Meeting is an important training and professional development opportunity that is tailored to our overall departmental and institutional goals.

AACRAO expects over 2,000 participants from across the United States and around the world. With departmental and budget priorities in mind, I am outlining why my attendance is a good investment for our office.

During the four-day event, I will have access to:

* More than 200 sessions, many of which are tailored to my specific interests and job responsibilities.
* A network of peers, with whom I can discuss challenges, strategies, and ideas for improving our practices.
* Roundtable Discussions, where I can meet with colleagues in a small, focused format.
* Companies in the exhibit hall, who can provide products and services to help our department function more effectively.
* Critical information and handouts, which I can bring back to our institution.

I am requesting approval for travel and registration expenses. Below is an estimate of the costs associated with this conference:

* Airfare: $[xxx]
* Transportation (taxis, shuttles): $[xxx]
* Hotel: $[xxx]
* Meals: $[xxx]
* Conference fee: $[xxx]

**Approximate total: $[xxx]**

I am requesting approval from you now so we can take advantage of the conference early-bird registration fee (deadline is February 28, 2020).

I will plan to meet with you after the Annual Meeting to discuss significant takeaways, tips, and recommended actions. I hope you agree that the AACRAO Annual Meeting is a good investment of time and resources.

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

Regards,

[Name]