Dear [Name],

I am requesting approval to attend the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Strategic Enrollment Management Conference, October 25-28 in Las Vegas, Nevada. The conference is an important training and professional development opportunity that is tailored to our overall institutional goals.

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:

* Workshops, sessions, and roundtables, 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
* Special opportunities for individuals/small groups and institutional teams
* Programming for new and experienced SEM professionals
* A select group of exhibitors and corporate presenters

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 registration fee (deadline is Friday, September 18, 2020).

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

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

Regards,

[Name]