

Dear [Name],

I am requesting approval to attend the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Technology & Transfer 2025: A Learning Mobility Summit, July 20-22, 2025, at the Crystal Marriott Gateway in Arlington, VA. The conference is an important training and professional development opportunity well-tailored to our overall departmental and institutional goals.

AACRAO expects over 500 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 three-day event, I will have access to:

- More than forty sessions, most 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.
- Critical information and handouts, which I can bring back to our institution.

I am requesting approval for registration and travel expenses to the Summit location, as it will be held in person at Crystal Marriott Gateway in Arlington, VA, across the Potomac in Washington, D.C.

- **Early-Bird registration fee: \$699 (AACRAO Member fee) / \$849 (AACRAO Non-Member fee)**

I am requesting approval from you now so we can take advantage of this opportunity before registration fees go to regular price starting Sunday, June 1, 2025.

I plan to meet with you after the Technology & Transfer 2025: A Learning Mobility Summit 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]