*Date*

Dear <*Supervisor>*:

I would like to attend the *<EDUCAUSE Conference Name, location, and dates>.* The conference will enable me to attend a number of sessions directly applicable to my work and allow me to network with a variety of higher education information technology professionals. I am seeking approval for the registration fee, travel expenses to the conference and expenses during the conference. The total costs for the conference are *<fill in blank>.* The detailed cost breakdown is included below.

The conference program will provide me with insights on strategic issues such as <*insert specifics from the key conference themes>* and discover solutions on how to *<insert specifics>* that I can bring back to our department. I have examined the conference program and there are a number of presentations I would attend to give me specific knowledge in areas of *<fill in topic areas>.*

* *<List the top sessions you plan to attend.>*

This could immediately be put to use with *<project(s) you are working on>.* Upon my return, an immediate action item will be to provide a detailed conference report.

Here is the breakdown of conference costs: *<Insert your travel cost numbers in here>*

* Airfare:
* Transportation:
* Hotel:
* Meals:
* Conference Fee:  *<*[*Check*](http://www.educause.edu/members/search?filters=type%3Aorgnode%20sm_cck_field_super_facet%3A%22People%20and%20Organizations%22%20ss_organization_type%3AInstitution%20ss_member_status%3AMember&solrsort=sort_title%20asc&keys=) *if your institution is a member of EDUCAUSE so you can note the fee difference as a member vs. non-member, and try to obtain approval for early enough to obtain early vs. late registration and the deadline date for each>*

The total costs associated with attending this conference are: <$xxx>

The opportunity for me to gain knowledge in specific areas of ***<your area of expertise>*** and develop better contacts makes my attendance at the *<EDUCAUSE Conference Name>* a wise investment for our department.

Sincerely,

<*Your Name>*