To:

From:

Re: **Attending SAP Concur Fusion 2022 Conference**

Dear **<manager’s name>**,

This request is for approval to attend the SAP Concur Fusion conference on March 15-17, 2022 in Orlando, Florida. The main reason I want to attend this event is to access the educational and training opportunities, as there are 150+ sessions designed to help me optimize our current product usage and learn how to improve efficiencies. I’ll also have opportunities to develop skills and learn about the latest trends and best practices. I’d also like to attend for the networking benefits, as I can learn directly from my peers and industry experts and get personalized support from SAP Concur experts and partners in real-time. By attending, I can bring back new learnings and help us get even more out of our investment in SAP Concur.

At the conference, I plan to focus on learning about:

1. *[insert your learning focus here]*
2. *[insert your learning focus here]*
3. *[insert your learning focus here]*

This is how I plan to apply what I learn:

* *[insert your own plans here]*
* *[insert your own plans here]*

**Here is an approximate breakdown of conference costs:**

|  |  |
| --- | --- |
| Registration fee (Welcome Back Rate applicable from Nov 5 to Jan 31) | $995.00 USD |
| Airfare | $500.00 USD |
| Transportation (round trip taxi from airport to hotel) | $100.00 USD |
| Hotel discounted conference rate (3 nights at $254 USD per night not incl. tax) | $762.00 USD |
| Meals outside of conference meals (3 meals at $50 USD each)  | $150.00 USD |
| **Approximate total cost:** | **$2,507.00** USD |

Regards,

**<your name>**