

Month, Day, Year

Dear Name:

I would like your approval to attend the Ellucian Live user conference, taking place April 10-13 in Denver, Colorado, and virtually. This hybrid format will allow attendees from across the globe to connect and share stories of educational transformation over the course of three action-packed days. Because of the careful attention we're giving to our budget spend, I want to outline why my attendance is a worthy expense and a good investment that will help keep our department's technology skills current and relevant.

The Ellucian Live 2022 conference expects to host more than 7,000 participants from a community of more than 2,700 customers in over 50 countries. This provides an excellent opportunity to meet **in-person/virtually** with peers, discuss similar business challenges, and glean best-practice advice from EdTech experts and the higher education community.

By attending the conference **in-person/virtually**, I will have access to educational sessions presented by Ellucian solution experts and other Ellucian customers that will help me to understand current product direction and best practices for optimizing our existing software investment.

During the **in-person/virtually** conference, I will be able to schedule one-on-one **in-person/virtual** meetings with participating Ellucian partner vendors that I plan to evaluate for future use.

The following is a list of my top three priorities to accomplish at Ellucian Live 2022:

- 1.
- 2.
- 3.

I would like to attend Virtual Ellucian Live, since there is no need for travel, the current conference price is:

Conference fee: \$

I would like to attend In-Person Ellucian Live. Here is an estimation of the cost to send me to Ellucian Live 2022:

Airfare: \$

Transportation: \$

Hotel: \$

Meals: \$ (Includes lunch and coffee breaks Mon.-Wed. Please note breakfast is on our own.)

Conference fee: \$

Approximate total: \$

I am requesting approval from you now so we can take advantage of Ellucian Live's best registration rates (**Early Bird pricing ends January 7, Advance pricing ends February 4, Standard pricing ends April 8**).

I will plan to meet with you after the Ellucian Live conference to discuss significant takeaways, tips, and recommended actions to maximize our investment in Ellucian solutions. Additionally, I'll pass along relevant information to key colleagues. Most sessions will be recorded and available for attendees to stream after the event, which will be an invaluable asset.

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

Regards,
Name