



2017 Annual Conference & Tradeshow

(Today's Date)

Dear (Supervisor's Name),

I am interested in attending the Society of Collegiate Travel & Expense Management (SCTEM) Conference and Trade Show on September 24-27, 2017 in Miami, FL in order to gain educational and professional development to enhance my ability to serve the (Insert Institution's Name) traveling Faculty & Staff.

SCTEM is the only organization that is solely dedicated to serving the needs of academic administrators responsible for the development and administration of travel and expense management programs in higher education. As the premier professional travel and expense management organization created and run by academic institutions, SCTEM is focused on the unique challenges faced by academic institutions across all facets of travel. The Society creates the symbiotic relationships between collegiate decision makers and travel-related suppliers for the purpose of networking, education, and collaboration to create solutions that both meet the needs of the individual organizations and are financially beneficial partnerships.

Registration is \$695. This fee includes all meals Sunday evening through Wednesday morning. The conference hotel rate is \$179.00 per night plus tax and my reservation needs to be secured by September 6, 2017 in order to confirm this rate.

Attending the 2017 SCTEM Annual Conference & Tradeshow will provide me the opportunity to advance my professional career by offering great educational sessions on relevant topics and the opportunity to network with collegiate travel peers who face the same unique challenges in academic travel. After the event I will put together a trip report so I can share with you what I have learned from and with my colleagues, including any handouts or other presentation materials that will serve as resources for our travel program.

Thank you for your consideration. I look forward to a favorable reply to this important request.

Sincerely,

(Your name)