



Dear _____

I am requesting approval to attend the Southern Association of College Registrars and Admissions Officers Conference in Alexandria, Virginia, February 2-5, 2020. The following will outline why attendance is a good investment and how it can benefit our department.

The SACRAO Annual Conference predicts 500 participants from 100's of higher education institutions across the south. SACRAO's size allows for a breadth of knowledge while keeping opportunities for networking abundant.

Below are a few examples of the resources I will have access to at SACRAO 2020

- Workshops and sessions discussing leading topics in higher education (see SACRAO.org for a program list)
- Educational sessions and booths from vendors that support higher education
- Networking events organized to bring like professionals together (Registrar Forum, Admissions Forum, Banner users group, Peoplesoft user group, etc...)

The following is a list of my 3 top priorities to accomplish at SACRAO 2020

- 1.
- 2.
- 3.

Here is an estimation of the cost to send me to SACRAO 2020

Airfare: \$ _____
Transportation: \$ _____
Hotel: \$ _____
Meals: \$ _____
Conference Fee: \$ _____ (includes any added workshops on Sunday)
Total: \$ _____

I am requesting approval from you now so that I may take advantage of SACRAO's early-bird registration rate.

I would love to meet with you after SACRAO 2020 to discuss significant takeaways, tips and recommended actions to maximize our department. I can also share resources with others in the office.

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

