**TO**:
**FROM**:
**SUBJECT**: Why I should attend **GBTA Convention 2022**

GBTA Convention 2022 is an educational and networking conference for business travel colleagues. I would like to request approval to attend.

This year’s event offers Main Stage session, breakout sessions and workshops covering 12 categories of business travel management. These sessions will address the issues like crisis recovery, current trends, future issues and best practices across procurement, buyer/supplier relationships, travel & meeting operations policies, along with career & personal development and more.

This event is an opportunity for me to network with other business travel professionals who face similar challenges, as well as meet hundreds of business travel industry suppliers to find out how their latest developments will benefit us.

This event runs from **August 14-17 in San Diego, California**.

Here are the goals I plan to accomplish:

1. *Enter Goal 1*
2. *Enter Goal 2*
3. *Enter Goal 3*

I have calculated an approximate breakdown of costs associated with my attendance:

|  |  |
| --- | --- |
| Convention Registration\*This includes access to all education sessions, networking and the Expo Hall from Sunday, August 14 to Wednesday, August 17. | $ |
| Accommodations estimate | $ |
| Flight estimate | $ |
| **Total** | $ |
|  |  |

I believe my attendance at GBTA Convention will provide me with new ideas and strategies to elevate travel management in our organization. Once I return, I can provide a report of my key takeaways, and share new trends and strategies with the team. I will work to make sure we get the full value of this event.

Thank you for your consideration.

Sincerely,
*Your Name Here*