**Request for Approval Template**

You can cut and paste and send in an email to your supervisor to help your cause!    
  
NAME HERE,  
  
I am interested in attending FleetCon 2019, taking place September 30-October 2, 2019 at the Renaissance Phoenix Glendale Hotel in Glendale, AZ. FleetCon’s standing as the preferred conference for fleet professions is because it provides quality educational content; peer networking opportunities; and, access to a marketplace of information and products relevant to the industry. The agenda targets all levels of fleet operations; andthe training offered at this conference will focus on strategies such as improving efficiency, budgeting, effective communication skills, using technologies to improve operations, and technician training.  
  
The full conference agenda is attached for your reference. The topics I am believe will bring value to our fleet operations including:

***(fleet professional to fill in blanks)***

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FleetCon 2019 offers me the opportunity to learn and get ideas from the leading fleets in our region; meet one-on-one with industry experts; and expand my technical proficiency to help meet our fleet’s challenges of the future.

The FleetCon Full Conference Pass includes 2 breakfasts, 2 lunches, 2 dinners and other hosted receptions. I would need to move on this quickly, so I can reserve a hotel room before they sell out.

The registration fee for a FleetCon Full Conference Pass is $549, but I can save $150 by registering early, through **July 31, 2019**. Here’s an approximate breakdown of the investment:  
  
Airfare: $*[calculate cost of airfare]*  
Hotel: $*[prevailing per diem rate, approx. $189/night + 15.71% tax]*  
Transportation: $66 *(round trip from airport to hotel)*  
Meals: $*[calculate cost of 1 dinners, 1 breakfast and 1 lunch]  (2 breakfasts & 2 lunches and 2 dinners are included in your pass price)*             
Registration Fee: $*[$399 when you sign up through July 31]*  
TOTAL: $*[insert total investment]*

Please let me know if I can move ahead with attending FleetCon 2019.

Thank you.  
  
YOUR NAME