

 Dear <manager’s name>,

I would like to request approval to attend Emburse’s user conference, Emburse in Motion, which takes place 5 October in London. Attending Emburse in Motion will help further develop my product understanding and skills and build knowledge around our Emburse products, new innovations and best practices.

At Emburse in Motion, I will:

* Learn new methods to maximize our Emburse products
* Attend product-specific breakouts and training sessions
* Meet our customer success team and sit down with Emburse Solutions Consultants
* Network with and learn from other Emburse users

The agenda of this two-day event is filled with valuable sessions presented by thought leaders, Emburse customers, and product experts. I have identified several sessions that will enable me to understand how to get the most out of our Emburse products, learn about upcoming product innovation and engage in interactive sessions with industry peers.

Attending Emburse in Motion will allow me to obtain knowledge related to our 2023 business needs and strategic goals, in particular:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

The approximate investment for my Emburse in Motion attendance is as follows:

**Airfare**  $XXX

**Transportation** $XXX

**Hotel** (X nights at $/night) $XXX

**Meals**\* $XXX

**Registration fee**  complimentary

Total cost to attend: $X,XXX

 \*breakfast and lunch will be provided on the conference day

When I return from Emburse in Motion, I will compile an event summary and share conference materials with my colleagues and key stakeholders.

Thank you for considering this request. I look forward to your reply and hope to book my trip soon to secure a seat.

[Add standard sign off]