

Dear <manager>,

I would like to attend the 2023 SCUP Annual Conference, July 30–August 1, in Cleveland, OH.

This is the only conference where leaders from all areas on campus cross traditional boundaries to share collaborative solutions to the challenges facing higher education today. I will learn from and connect with experts representing a wide range of institutions and perspectives. The conference features many sessions that are directly applicable to my work and our institution. Here are just a few:

- Title
- Title
- Title
- Title
- Title

I've broken down the approximate cost of attendance:

Conference: (Note: \$200 savings for registering by Date May 1)

Travel:

Hotel:

Meals:

Total:

The opportunity to learn from colleagues at other institutions who share my responsibilities, as well as those outside my department, make attendance at

the SCUP annual conference a wise investment. I will share key takeaways upon my return, including ideas we can implement immediately.

Thank you for considering this request, and for your quick response.

Sincerely,