

Dear **<name of supervisor>**,

I would like to attend Pittcon 2020, in Chicago, Illinois, March 1-5. I am requesting approval for the registration fee and travel expenses to attend the conference and have itemized costs below.  
  
At Pittcon, I will have the opportunity to attend technical sessions that directly apply to my work and learn about the latest research and developments in my field. Attending this event will also allow me to network with industry experts and forge relationships to expand my scientific resource network. I strongly believe it will help me in the following areas: <**list benefits to your responsibilities**>. In addition, by participating in some of the networking sessions, I can give <**your company name**> a voice in developing ideas and solving current issues.

Attending Pittcon will also afford the opportunity to evaluate and compare instrumentation and services and see all the latest innovations – first hand - from over 700 exhibiting companies that we currently use and those from which we may benefit. This exposition will also give me a chance to talk with technical experts regarding <**name any current challenges/problems you may be experiencing in your lab**>.

After reviewing the conference agenda, I have identified the following events that address issues currently important to our company and will provide ideas about how we can improve our processes:  
< **Insert titles and descriptions of courses and working groups.**>  
  
The full conference fee is only **$400**, and can be discounted to **$250,** if I register by **February 6, 2019.**

In addition, I would like to take the following Short Course(s):

**<insert class title here> <add length of course, i.e., ½ day, 1-day, 2-day)**

**Add a brief description of the course outline and how you would benefit from participating in this course.**   
  
Here is the breakdown of expenses to attend Pittcon 2020:   
Roundtrip Airfare: <**insert cost**>  
Transportation: <**insert cost**>  
Hotel: <**insert cost**>  
Meals: <**insert cost**>  
Conference Registration: <**insert cost**>  
Short Course(s): <**insert cost**>

Special Events: <**insert cost**>  
The total cost associated with attending Pittcon 2020 is: <**insert total cost**>  
  
Thank you for considering this valuable opportunity for me to develop contacts and gain knowledge that will prove a vital investment for <**name of your company**>.