<Date>

Dear <**Supervisor’s Name**>,

This letter serves as a formal request to attend the  [2023 MASEA Conference](https://www.masea.org/Conference), 7-9 June 2023 in Chicago, Illinois. MASEA is a professional organization comprised of administrators and counselors from post-secondary institutions who are involved in securing employment opportunities for students. The annual conference provides attendees with a variety of educational sessions, professional growth, and networking opportunities. I am seeking support for expenses incurred in travel, registration, and meals as appropriate. A detailed cost breakdown can be found below.

If supported to attend the 2023 MASEA Conference, I, as well as the department, would benefit in innumerable ways. I would be able to:

* Choose from a variety of program sessions across functional areas that will supplement my current trainings and afford me the opportunity to bring back innovative ideas and methods of delivery to our institution.
* Access informative sessions and speakers that would reduce the time and cost of additional research that would normally occur within <**INSERT DEPARTMENT NAME**>.
* Rejuvenate my professional purpose as I learn and grow in an inclusive and educational environment.
* Increase my skills and levels of competency that I can return and reinvest to <**INSERT INSTITUTION**> through thoughtful programming.
* Connect with colleagues and have intentional conversations about our successes, challenges, and ideas to serve our department better.

I truly believe providing me the opportunity to engage in and contribute to the 2023 MASEA Conference will make our institution better, and would love to further discuss specific sessions or topics that would best benefit the work we do.

The full price for registering for the conference as a non-member is $500, but can be reduced to $350 by registering as a member before the deadline on 3/31/2023.

**If Flying:**

Roundtrip Airfare: <**DESIGNATE AIRPORTS**>

Ground Transportation to/from airport, around city (if flying)

**If Driving:**

Parking: Mileage:

**Hotel:**

**Meals:**

(FLSA / designated pay while away from the office)

To keep these costs reasonable, I plan to (**select one or multiple:** drive with colleagues, book my flight early, etc.)

The total estimated costs associated with attending the 2023 MASEA Conference is <$XXXX>

Attending the 2023 MASEA Conference would grant me the opportunity to network and share ideas with a vast number of professionals in <**INSERT FIELD**>. This conference would be a phenomenal investment in not only my education and professional growth, but the growth of our institution as well. The full days of professional learning opportunities would be a beneficial use of my time and departmental resources due to all the energy and new knowledge I could bring back to campus.

I would be happy to share with you and the department information from the sessions I attend and additional learning upon my return. I look forward to the opportunity to positively represent <**INSERT INSTITUTION**> and thank you for your consideration!

Sincerely,

<**YOUR NAME HERE**>