**Request for Approval Template**

You can cut and paste and send in an email to your supervisor to help your cause!    
  
SALUTATION TO SUPERVISOR HERE,  
  
I am interested in attending FleetCon 2022, taking place September 19-21, 2022 at the Rio All Suite Hotel in Las Vegas, NV. 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 full conference agenda is attached for your reference. The education areas being presented, I believe will bring value to our fleet operations:

1. Finding Your Next Stop
2. Ensuring a Sustainable Future
3. Navigating the Road Ahead

***(Fleet Professional to fill in specific Learning Sessions of interest)***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

FleetCon 2022 offers me the opportunity to learn and get ideas from the leading fleets in our region meet one-on-one with industry experts; expand my technical proficiency to help meet our fleet’s challenges of the future.

The FleetCon Full Conference Pass includes 2 breakfasts, 2 lunches, and other hosted evening receptions.

The registration fee for a FleetCon Full Conference Pass is $679, but I can save $150 by registering early, through **July 31, 2022**. These prices are based on members rate with FleetPros. Here’s an approximate breakdown of the investment:  
  
Airfare: $*[calculate cost of airfare, if flying]*  
Hotel: $*[prevailing per diem rate, approx. $110/night + tax]*  
Transportation: $30 *[round trip from airport to hotel]*  
Meals: $ [ *meals are included with your conference registration – only snacks and meals outside the conference are extra]*  
Registration Fee: $*[$549 when you sign up through July 31]*  
TOTAL: $*[insert total investment]*

Please let me know if I can move ahead with attending FleetCon 2022.

Thank you.  
  
YOUR NAME