A screenshot of a cell phone

Description automatically generated

[Date]

Dear [supervisor’s name],

This is a request for approval to attend the **2020 STN EXPO Indy + TSD Conference and Trade Show, presented by School Transportation News.** The conference takes place on October 8-13, 2020, at the JW Marriott and Indiana Convention Center in Indianapolis, Indiana. Hundreds of student transportation professionals nationwide will converge to take advantage of the event’s mantra – **Content, Community and Commerce** – providing a true one-stop educational experience.

During the five-day event, student transportation professionals will connect and learn how to improve operations and safety for their transportation teams. Returning this year is the exclusive 2-day Transportation Director Summit, taking place Thursday, October 8 and Friday, October 9, for qualified professionals. The trade show showcases the latest in training, products and services and begins Sunday evening, October 11 and concludes on Monday, October 12.

**STN EXPO registration includes**:

* **Conference Pass** – Access to all keynotes, educational sessions and workshops.
* **Trade Show** – 80+ exhibitors featuring a wide range of student transportation products, solutions and services.
* **Catered Networking Events** – Ability to connect with 800 student transportation stakeholders.
* **Post-Event Resources** – Access to download dozens of speaker presentations from the official conference mobile app.

I am planning to attend the following keynotes and workshops [ENTER ADDITIONAL SESSIONS AS NECESSARY], which directly relate to the [ENTER DESCRIPTION] project I’m currently working on:

* **Keynote Session**: “The Champion’s Code” on Saturday, October 10 with best-selling author Ross Bernstein
* **Keynote Session**: “Being Fearless in the Face of Adversity with the Courage to Lead + Navigating the Coronavirus” on Saturday, October 10 with Dr. Stephen Sroka
* **Keynote Session**: “Laughter Becomes You!” on Sunday, October 11 with Motivational Speaker Tim Gard

Estimated cost breakdown to attend the 2020 STN EXPO Indy:

Registration fee: {$XXX}

Airfare: {$XXX}

Hotel: {$XXX}

Transportation: {$XXX}

Meals: {$XXX}

Total cost: {$XXX}

Following the conference, I plan to share the key insights I have learned with my colleagues. I assure you that my attendance at the 2020 STN EXPO Indy is a wise investment that will bring considerable value to [company/organization].

Thank you for your consideration,

[Your name here]