

[Date]

Dear [supervisor’s name],

This is a request for approval to attend the **2024 STN EXPO Indy Conference and Trade Show, presented by School Transportation News.** The conference takes place on **Friday, May 31 – Tuesday, June 4**, at the 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. The conference kicks off with the exclusive 2-day Transportation Director Summit, on May 31 to June 1, for qualified professionals. The Green Bus Summit Green Leadership discussion sessions, as well as the STN EXPO Trade Show, showcasing the latest in training, products, and services, takes place on June 2. On June 3, The Green Bus Summit ride and drive event will be held at the Victory Field Ballpark. The conference concludes with the Cummins Headquarter Tour and remaining workshops on June 4.

**STN EXPO registration includes**:

* **Conference Pass** – Access to all keynotes, educational sessions and workshops.
* **Trade Show** – 60+ exhibitors featuring a wide range of student transportation products, solutions, and services.
* **Catered Networking Events** – Ability to connect with 500 student transportation stakeholders.
* **Post-Event Resources** – Access to download speaker presentations from the official conference mobile app.

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

* Session name
* Session name

Estimated cost breakdown to attend the 2024 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 2024 STN EXPO Indy is a wise investment that will bring considerable value to [company/organization].

Thank you for your consideration,

[Your name here]