 

[Date]

Dear [supervisor’s name],

This is a request for approval to attend the **2020 STN EXPO Reno Conference and Trade Show, presented by School Transportation News.** The conference takes place on July 10-15, 2020, at the Peppermill Resort Hotel in Reno, Nevada. 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 Friday, July 10 and Saturday, July 11, for qualified professionals. The trade show showcases the latest in training, products and services and begins Monday evening, July 13 and concludes on Tuesday, July 14.

**STN EXPO registration includes**:

* **Conference Pass** – Access to all keynotes, educational sessions and workshops.
* **Trade Show** – 130+ exhibitors featuring a wide range of student transportation products, solutions and services.
* **Catered Networking Events** – Ability to connect with 1,500 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 Trust Edge” on Sunday, July 12 with best-selling author David Horsager
* **Keynote Session**: “Four Commitments of a Winning Team” on Monday, July 13 with Team Building Expert Mark Eaton
* **Keynote Session**: “Making Peace on the School Bus Through Restorative Practices” on Tuesday, July 14 with Inspirational Speaker Azim Khamisa

Estimated cost breakdown to attend the 2020 STN EXPO Reno:

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 Reno is a wise investment that will bring considerable value to [company/organization].

Thank you for your consideration,

[Your name here]