TO:  
FROM:

SUBJECT: Request to attend GBTA APAC Conference 2023 – Singapore

I would like to request approval to attend GBTA APAC Conference 2023 – Singapore, an educational and networking Conference for business travel professionals, taking place on September 19–20 at the Shangri–La Hotel, Singapore. Attending the conference will offer a unique opportunity to learn about industry developments; meet with new potential and existing suppliers and extend my network in the industry to the benefit of our organization.

The Conference agenda includes informative and educational main stage and breakout sessions delivered by industry leaders, that will address key issues like crisis recovery, current trends, future issues and best practices across procurement, buyer/supplier relationships, travel and meeting operations policies, career and personal development and more.

The Program Agenda features:

* Mainstage and breakout sessions in a range of key industry topics such as risk management, sustainability, industry trends and distribution
* Buyer only breakfast sessions
* Buyer / supplier round tables
* Expo hall
* Facilitated networking sessions

The goals I plan to accomplish are as follows: **1. Enter Goal 1   
2. Enter Goal 2  
3. Enter Goal 3**

I have calculated an approximate breakdown of costs associated with my attendance:

|  |  |
| --- | --- |
| Conference Registration \*This includes access to the full agenda - all education sessions, networking and the Expo Hall | $ |
| Accommodations estimate | $ |
| Flight estimate | $ |
| **Total** | $ |

I believe my attendance at GBTA APAC Conference 2023 – Singapore will provide me with new ideas and strategies to elevate travel management in our organization. Once I return, I can provide a report of my key takeaways and share new trends and strategies with the team. I will work to make sure we get the full benefit of my attendance. Thank you for your consideration.

Sincerely,

**Your Name Here**