***Request to Attend SAPPHIRE NOW and ASUG Annual Conference***

*Use this template to help justify your attendance at this year’s event. Just fill in the shaded areas.*

Dear <insert manager name>,

I would like to increase my value to the organization by attending SAPPHIRE NOW and ASUG Annual Conference. This is the perfect opportunity to focus on the topics most relevant to my role, consult with technology experts, learn real-world best practices from early adopters, and broaden my network.

[SAPPHIRE NOW and ASUG Annual Conference](http://www.sapandasug.com/)

Orlando, Florida, June 5–7, 2018

During the event, I’ll be able to:

* Learn about important technology trends as well as the latest game-changing SAP solutions that empower companies in the digital economy
* Help maximize our technology investment –access product roadmaps, simplification strategies, and upgrade opportunities to meet our needs
* See demos of the latest and most impactful technologies and meet SAP partners who can help with our implementations
* Visit the Americas’ SAP Users’ Group (ASUG) Hub to learn about the benefits of joining or to understand how we can get more from our existing membership

Here’s a summary of estimated expenses:

[Conference Registration](http://events.sap.com/sapandasug/en/registrationinfo): $XXX

Airfare: $XXX

Ground Transportation: $XXX

Accommodations: $XXX

Meals & other expenses (breakfast and lunch is included in the conference fee): $XXX

Projected Total Cost: $XXX

Thank you for your consideration. Please let me know if I am approved to attend.

<insert your name>