***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, May 12–14, 2020

During the event, I’ll be able to:

* Learn about important technology trends creating business challenges for companies like ours and see the latest game-changing SAP solutions that can help empower us to meet these challenges
* Understand what an end-to-end intelligent enterprise looks like, and learn about the steps our organization can take to achieve this state
* 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
* Connect with solution experts, SAP customers and other experts in our industry to understand future trends and opportunities
* Discover ways to optimize our current SAP solutions by attending Americas’ SAP Users’ Group (ASUG) education sessions and connecting with fellow customers and resources in the ASUG Hub.

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>