*E-Mail Copy Template*

*Copy and paste the text below into your email to your boss,   
and customize it to suit your needs and situation.*

Subject: **SAP Ariba Live Conference: Request for Approval**

I’m requesting your approval to attend the [SAP Ariba Live conference in Austin](https://events.sap.com/aribalive-2019-austin/en/home) on April 1-3, 2019.

As you well know, digital transformation is affecting every area of our business and it is more critical than ever that we adapt to stay relevant. To become a truly intelligent enterprise, we need to build a collaborative supply chain and manage our spend with data-driven intelligence, end-to-end. I’ve concluded that SAP Ariba Live is the best conference to help me do just that.

During this three-day event, I would:

* **Network** with my peers, SAP leadership, and industry experts
* Choose from **100 interactive breakout sessions** to learn how we can better control costs, manage spend, and minimize risk in our supply chain
* Be inspired by engaging and dynamic **keynotes speakers**
* **Hear from SAP Ariba leaders** on the company’s vision, roadmap, and strategy
* Meet with experts and gain in-depth, personalized insights into **SAP** **Ariba’s solutions and services**

As it pertains to my current and upcoming projects, I intend to apply the knowledge I gain in these specific ways:

* [Enter personal initiatives here]
* [Enter personal initiatives here]
* [Enter personal initiatives here]

Our estimated investment in my participation would be:

* Hotel (3 nights at $xxx + tax + resort fee) $xxx
* Airfare $450
* Transportation $50
* Registration fee (early-bird rate until Jan. 31) $999

**$x,xxx**

To share everything I learn with leadership and our team, I will assemble a post-conference report that includes an executive summary, key lessons, and recommendations to maximize our current and future investments with SAP Ariba.

As the early-bird rate expires January 31, I hope to hear back from you soon.