**Subject**:  Rego University ’24, Kansas City, MO— Request to Attend  
**Event Date**:  September 23 – 26, 2024  
**Tuition Fee**:  $1100 ($300 early-bird savings)

Dear [insert name of supervisor],

I’d like to ask for your approval to attend [Rego University, September 23 – 26, 202](https://regouniversity.com/)4.

This is the only Clarity (Clarity PPM) training conference in the world and is the best way to ensure I stay current with industry best practices and learn new ways to innovate in our organization using Clarity. This event is also a great opportunity to benchmark our PMO against industry peers and compare use cases.

Classes are taught by Clarity product experts and PMO/PPM/SPM thought leaders, with over 50 sessions to choose from. These classes include best practice training, peer-to-peer knowledge sharing, new innovations, hands-on instruction, live demos, one-on-one technical meetings, and panel discussions.

My participation can also be [submitted to Project Management Institute for PDUs](https://regouniversity.com/pmi-credit-information/).

Because this event is not-for-profit, Rego keeps the registration cost as low as possible. To provide a comparison, tuition for other education events of this duration typically cost over $3,600. Here is an approximate breakdown of conference costs:

**<Insert your estimated expenses in the lines below. Travel costs vary and should reflect individual costs.>**

**Tuition - Registration Fee**: **$1,100 early bird ($1,400 full price)**Early Bird discount pricing of **$1,100**if registered prior to **[June 1, 2024]**

**Airfare**:**$\_\_\_\_**<Add flight expenses to Kansas City, MO)>

**Transportation**:**$\_\_\_\_**<Add transportation expense between Kansas City International Airport (MCI) and the hotel (average cab/uber trip from airport to hotel is approx. $50).>

**Meals: $\_\_\_\_** All meals included (except Wednesday dinner), though you may want to supplement by $30/day

**Hotel: $ 199** <Add hotel cost based on the options below; for the full conference, you would want to include at least a 3-night hotel stay. (Here is the link to reserve your room. [Rego University 2024](https://www.marriott.com/events/start.mi?id=1703805595519&key=GRP)This takes you to our room block with special prices for Rego U).

*Westin Kansas City at Crown Center (3 nights @ 199/night) = $597 (plus taxes & fees) (18.475% taxes plus a Kansas City Development Fee of $3.55 per day)*

**Total Investment**: **$**\_\_\_<Add estimated total.>

This conference represents an exciting investment in our organization's future, particularly concerning our Project Portfolio Management/Strategic Portfolio Management initiatives and our ongoing use of Clarity. I am confident that the insights and skills gained from this event will translate into tangible benefits for our team and [Company Name].

Thank you for considering this request. I am excited about the potential learning and networking opportunities at Rego University and am eager to share the knowledge and best practices that I learn with our team.

**[Insert Your Name]**