**Manager Approval (Please change as you see fit) –**

Hello,

I hope your day is going well. I wanted to send you a note in hopes of gaining your approval for the upcoming American Seed Trade Association (ASTA) Policy and Leadership Development Conference.  Not only was it a great conference that will add to my policy and leadership skills, but I will have the opportunity to connect with industry representatives from major multi-national companies. Below is a rough estimate of what to expect financially.  Obviously, some of these things can change, but it offers an idea of what to expect.

**ASTA’s Policy & Leadership Development Conference (PLDC)**

June 15-19, 2019 in Denver, Colorado.

Up to 3.5 days away from field

**Business Purpose**: [insert company name] representative to ASTA and seed industry representatives (300+ attendees annually). Committee work during conference includes leading several meetings throughout conference. [insert any other duties you may have]

**Costs**:

Conference Registration - $450

Travel - $275 roundtrip airfare (MSP > DEN)

Lodging - $1250

Meals - $100

**Total Expense - $2075 [update with your travel estimate]**

While at the conference, I will be able to take phone calls and regularly check email.  Although it will be outstanding for professional development, I will still be able to uphold my responsibility in the field.  More information on the conference can be found [here](https://www.betterseed.org/events/asta-policy-leadership-development-conference/).

As always, I will remain within my budget for the year with this trip included.  I look forward to hearing your thoughts.  Let me know if you have any questions!

Sincerely,

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