

<Date>

Dear <Supervisor's Name>,

This letter serves as a formal request to attend the 2026 ACPA-MI Annual Conference on November 11th, 2026, at Central Michigan University. The Michigan Chapter of ACPA-College Student Educators International is a premier association for higher education professionals, and this conference provides attendees with a variety of professional growth opportunities. This conference is committed to serving the field of higher education and offering a variety of educational and networking experiences that can be directly applied to <INSERT functional area>. I am seeking support for expenses incurred in travel, registration, and meals as appropriate. A detailed cost breakdown can be found below.

If supported to attend, I, as well as the department, would benefit in innumerable ways. I would be able to:

- Choose from over 12-20 program sessions across functional areas, competencies, and cutting-edge research that will supplement my current training and afford me the opportunity to bring back innovative ideas and methods of delivery to our institution. Specific programs will be announced closer to the conference.
- Access informative sessions and speakers that would reduce the time and cost of additional research that would normally occur within <INSERT DEPARTMENT NAME>.
- Rejuvenate my professional purpose as I learn and grow in an inclusive and educational environment.
- Increase my skills and levels of competency that I can return and reinvest to <INSERT INSTITUTION> through career development and competency-based programming.
- Connect with colleagues and get involved in international conversations about our work through involvement to serve our department better.

I truly believe providing me the opportunity to engage in and contribute to ACPA27 will make our institution better, and would love to further discuss specific sessions or topics that would best benefit the work we do.

The full price for registering for convention as a non-member is <\$XXXX>, but can be reduced to <\$XXX> by registering as a member before the deadline on <X/X/XX>.

If Flying:

Roundtrip Airfare: <**DESIGNATE AIRPORTS**>

Ground Transportation to/from airport, around city (if flying)

If Driving:

Parking:

Mileage:

Hotel:

Meals:

(FLSA / designated pay while away from the office)

To keep these costs reasonable, I plan to (**select one or multiple:** drive with colleagues, book my flight early, take advantage of early registration, etc.)

The total estimated costs associated with attending the conference is <**\$XXXX**>

Attending this conference would grant me the opportunity to network and share ideas with a vast number of professionals in <**INSERT FIELD**>. This conference would be a phenomenal investment in not only my education and professional growth, but the growth of our institution as well. The full day of professional learning opportunities would be a beneficial use of my time and departmental resources due to all the energy and new knowledge I could bring back to campus.

I would be happy to share with you and the department information from the sessions I attend and additional learning upon my return. I look forward to the opportunity to positively represent <**INSERT INSTITUTION**> and thank you for your consideration!

Sincerely,

<**YOUR NAME HERE**>