Click or tap to enter a date.

Dear Supervisor's Name,

I am requesting approval to attend the[Pacific Association of Collegiate Registrars and Admissions Officers *(*PACRAO)](https://pacrao.org/) Conference, November 10-13, 2024. The conference will be held in Seattle, WA and is an important training and professional development opportunity to learn, collaborate, inform, gather, contribute, and promote the best practices and general advancement in higher education.

With departmental priorities in mind, I have outlined below why I believe my attendance is a good investment for our office. During the three-day event, I will have access to:

* Workshops, sessions, and roundtables, many of which are tailored to my specific job responsibilities
* A network of peers, with whom I can discuss challenges, strategies, and ideas for improving our practices
* Special opportunities for individuals/small groups and institutional teams
* A select group of exhibitors and corporate presenters

I am requesting your approval to attend this conference, and if my attendance is approved, I will plan to meet with you after the conference to discuss significant takeaways, tips, and recommended actions. I have included (attached) an estimated Expense List to this message and I hope you agree that the conference is a good investment of our organization’s time and resources.

I appreciate your time and consideration of this request and I look forward to your reply.

Thank you,

Your Name



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| **Conference Registration Fee Information** | | |
|  | PACRAO Members | Non-PACRAO Members |
| Full Conference | $495.00 | $695.00 |
| Single Day | $215.00 | $215.00 |
| Pre-Conference Workshop | $100.00 | $100.00 |