[Date]

Dear [Supervisor],

I would like to attend DrupalCon Latin America, the first-ever Latin American DrupalCon, to be held in Bogota from February 10-12, 2015. I feel the return on the investment would be a major benefit as the event aligns directly to the priorities of our organization.

It’s a very good value for the level of intensive Drupal education and networking I would receive. As an attendee of DrupalCon, I’ll have access to:

• 36+ educational Drupal sessions covering 7 tracks

• 18+ hours of BOF (birds of a feather) sessions

• 3 days of Drupal coding and collaboration with peers

• 2 keynotes covering the latest industry trends, including the State of Drupal

• 3 full days of social and business networking with hundreds of Drupal users from around the world

• An exhibit hall featuring 10 of the top Drupal businesses

* Opportunities to contribute to the project through code sprints

DrupalCon is an international gathering of the Drupal Community to learn, share, discuss, and advance the Drupal project, as well as to network with other Drupal community members.

I will have the opportunity to meet Drupal community leaders, top developers, module maintainers, members of the Drupal Association, potential business partners, and future co-workers.

I am seeking approval for the registration fee and following travel expenditures:

|  |  |
| --- | --- |
| Airfare |  |
| Transportation |  |
| Hotel |  |
| Meals |  |
| Conference Ticket |  |
| Total expense request |  |

In my follow up report I will include a short summary of my education and a list of presenters, exhibitors, and attendees whom I will contact after the event.

The Drupal Association is also happy to issue a Certificate of Attendance for the conference and Drupal Training, should the company require one for our records.

Please accept this proposal to attend as I’m confident in the significant return we will receive for the small investment. For more information on the event, please visit the conference website at [latinamerica2015.drupal.org](http://latinamerica2015.drupal.org) or contact the Drupal Association at [latinamerica2015.drupal.org/contact](http://latinamerica2015.drupal.org/contact).

Thank you for your consideration.

Sincerely,

[Your Name]