Workday DevCon 2023—Request to Attend

Hi, [Name],

I’m requesting your approval to attend [Workday DevCon](https://www.workday.com/en-us/company/latest/events-webinars/devcon.html), May 16–19, 2023, in San Jose, California. Created specifically for the Workday developer community, this conference offers a unique opportunity to explore new and innovative ways to leverage our investment while expanding my Workday developer skills. I will have the opportunity to hear from thought leaders, meet 1:1 with expert Workday developers, connect with peers, and test-drive the latest Workday technologies.

My goal is to explore solutions and best practices that could benefit the following projects at [add your company name]:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

Here’s a breakdown of the approximate conference costs:

|  |  |  |
| --- | --- | --- |
|  | ConferenceMay 16–17 | Conference + HackathonMay 16–19 |
| Average U.S. Airfare | $ | $ |
| Transportation (round-trip taxi from airport to hotel) | $50 | $50 |
| Hotel ($300+ per night) | $ | $ |
| Meals/Expenses ($30 per meal) | $ | $ |
| Standard Conference Fee | $799 | $999 |
| TOTAL | $ | $ |

I’m confident that attending Workday DevCon will enhance our Workday investment and my ability to design, build, and deploy innovative business solutions. After the conference, I’ll summarize what I learned and share it with key stakeholders throughout the company.

Thanks in advance for considering this request.