**Workday DevCon 2024—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), June 3–6, 2024, in Las Vegas, Nevada. This event—built for the Workday developer community—offers a unique opportunity for me to explore new and innovative ways to get more value out of our organization’s Workday investment. I'll have the opportunity to learn 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:

|  | **Conference****June 4-5** | **Conference + Hackathon****June 4-6** | **Conference + Preconference Training****June 3-5** | **Conference + Preconference Training + Hackathon****June 3-6** |
| --- | --- | --- | --- | --- |
| Average U.S. Airfare | $ | $ | $ | $ |
| Transportation (round-trip taxi from airport to hotel) | $50 | $50 | $50 | $50 |
| Hotel ($300+ per night) | $ | $ | $ | $ |
| Meals/Expenses ($30 per meal) | $ | $ | $ | $ |
| Standard Conference Fee | $1,099 | $1,598 | $1,398 | $1,897 |
| **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.

Thank you in advance for considering this request.