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**Request for Approval to Attend**

*If you need help obtaining budget approval to attend the IPWEA Australasian Fleet Conference 2022, here is a customisable* ***Request for Approval****that you can cut and paste and send in an email to your supervisor*.

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Dear (insert your Supervisor’s name here)

I am aware that our organisation has a strong commitment to training and professional development to ensure that its staff are kept up to date with new industry knowledge, technology and trends.

I would like approval to attend the IPWEA Australasian Fleet Conference being held 28-30 March 2022 at the Brisbane Royal International Convention Centre.

IPWEA’s Fleet Conference is a cost-effective professional development opportunity providing;

* a broad range of fleet management and technical presentations
* an industry exhibition
* various opportunities to meet and discuss relevant issues with fleet practitioners and others in the fleet industry.

The keynote presentations address current trends, issues and opportunities in the fleet industry, with a focus on fleet management improvement. The conference has a number of educational sessions, many of which are directly relevant to my work. I have listed these key topic areas below:

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Attendance at the conference will enable me to learn from leading fleet practitioners and industry experts, inspect new products, meet with suppliers and build relationships with other industry participants. This in turn will inform our fleet management practices and lead to improved efficiency, effectiveness, safety and environmental outcomes.

The conference organisers have taken steps to ensure COVID safety is a priority at the venue and the event generally. The registration terms and conditions also provide contingencies should the event be postponed or cancelled due to COVID related issues.

Australian airlines also now offer flexible flying conditions in the case of border closures.

To minimise expenditure, a discounted hotel room rate is offered to attendees. I would need to move on this quickly so I can reserve a hotel room before they sell out. Also, if I register early I can take advantage of the early bird conference pricing. All details are on the website: <https://au.eventscloud.com/website/1307/home/>

The estimated costs of attending are:

1. Travel: (Home to Brisbane and return) $
2. Registration (early bird) $
3. Accommodation (select) $
4. Total estimated investment $

In order to secure the early bird discount rates and low price advance purchase airfare specials, it would be appreciated if you could let me know if I can move ahead with attending this educational conference. Thank you.

Sincerely,
(insert your name)