Hi [Managers Name],

I would like to request approval to register for the **SafetyChain Customer Summit** on October 9-11 in San Antonio, Texas. The theme of the Summit is Understanding the Power of a Unified Production and Quality Team.

This Summit will offer product training alongside several customer-driven and thought-leadership presentations on topics such as data analytics, dashboards, the future of technology in manufacturing, labor shortages, compliance, global supply chain, and more.

In addition, the event will provide an opportunity for developing professional contacts in the process manufacturing industry, including experts in [input your area of expertise here.]

My attendance will allow me to connect with other SafetyChain users and explore new ways of utilizing SafetyChain in our plants, including new ways to increase productivity, and profitability, and create more transparency on the plant floor to the data we collect with SafetyChain.

The registration fee to attend is $199. This fee includes - a welcome reception, two days of thought-provoking sessions, two breakfasts, two lunches, and one dinner.

As part of my attendance request, I am providing my anticipated reimbursement expenses for travel, accommodations, meals, etc., and an estimated total cost of [estimated cost], with a summary breakdown below.

Thank you for considering my attendance at the SafetyChain Customer Summit.

Sincerely,

[your signature]

**Expense Breakdown**

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Cost** |
| **Registration** | Early Bird Registration Fee | $199 |
| **Travel** | Flight, Car/Taxi, Parking, etc. | $[Input here] |
| **Lodging** | Omni Group Rate $239/night + tax | $[Input here] |
| **Meals** | 2 Breakfasts, 2 Lunches, and 1 dinner included | $[Input here] |
| **Other** | *Input other expense description here* | $[Input here] |
| **Total** |  | $[Input here] |