Dear [boss/manager name],

I’m asking for your approval to attend the **American Payroll Association’s (APA) 38th Annual Congress** that will take place in Orlando, FL, on 5-8 May 2020. APA’s premier payroll educational event includes the world’s largest payroll and accounts payable expo with the latest payroll products and services. I’m eager to attend this event since the insights presented here will prepare our organization for new payroll technologies and regulatory changes.

This event connects hundreds of the most ambitious and intelligent payroll professionals. With four days of networking, I will interact with **leading-edge companies, dynamic speakers, industry experts, and never-before-seen products and services**. Together, we will explore topics such as continuous compliance changes, outsourcing and globalization, and managing process improvements ‒ all under one roof.

**Advantages for our organization**

This event allows me to build a customized educational program tailored to our organization’s needs. Here are a few advantages:

* Explore the latest payroll products and services that we can use to improve our organization
* Build an efficient payroll operation with improved internal controls including electronic payment methods and reconciliations
* Achieve a penalty-free payroll by identifying compliance issues and resolving them before our organization is subject to penalties
* FREE access to Virtual Congress & Expo with additional educational webcasts that are presented live by subject matter experts (a $569 value)
* Earn up to 20 RCH credits by attending Congress and 22 RCHs for Virtual Congress

**Summary of costs [Note: edit travel and food costs to fit your needs.]**

|  |  |
| --- | --- |
| **Item** | **Expenses** |
| Conference fee | $1,950 |
| Hotel | $239 per night, plus tax ($956 for 4 nights, plus tax) |
| Flight | $300 - $600 |
| Ground Transportation | $50 |
| Food\* | $300 |
| **Total** | $3,556 - $3,856 |

\*Event includes four lunches, one dinner, and two cocktail receptions.

I appreciate your consideration of my request. Please take a moment to look at the Annual Congress website — [APAcongress.com](https://www.apacongress.com/) — for an overview of covered topics. I couldn’t be more excited to attend this event, and I’m certain this opportunity will be one of the best investments for myself and the entire organization.

*Thank you for your time.*

*Yours truly*

*[YOUR NAME],*
*a payroll professional, passionate about developing new skills to improve our team.*