**Subject**:  Rego University ’19, San Diego, CA — Request to Attend  
**Event Date**:  Oct 2 – Oct 4, 2019  
**Tuition Fee**:  $600 ($300 early-bird savings)

Dear [insert name of manager],

I’d like to ask for your approval to attend [RegoUniversity,](https://www.regouniversity.com/)Oct 2 - Oct 4 at the Paradise Point Resort & Spa in San Diego, CA.

This is the single most attended ServiceNow training, networking, and knowledge-sharing event of its kind, with over 200 ITBM community members in attendance, representing 100+ companies, government agencies, and institutions. ServiceNow product experts and Agile and ITBM thought leaders are on-hand to share best practices, new innovations, and offer hands-on training, while hosting over 75 empowering classes, labs, live-demos, one-on-one technical meetings, and round-table “birds of a feather” sessions.

[The event offers 3 incredible days](https://www.regouniversity.com/servicenow-path/) of best practice-based training on Administration, Business Intelligence, Integrations, Office 365, Sharepoint, Project, Portfolio, Financial, Resource Management, and more. Here’s the [Class Schedule.](https://www.regouniversity.com/wp-content/uploads/2019/02/Class_Schedule_2-25-2019-SNOW.pdf)

This is a great opportunity for me to enhance my technical skills and expand my expertise in ServiceNow, business analysis, and best practices in all the most significant ITBM disciplines, as well as learn new ideas for improving our business processes.

Because this event is not-for-profit, Rego keeps the registration cost as low as possible. To provide a comparison, other education events of this duration typically cost over $3,600. Here is an approximate breakdown of conference costs:

**<Insert your estimated expenses in the lines below. Travel costs vary and should reflect individual costs.>**

**Tuition - Registration Fee**: **$900**Early Bird discount pricing of **$600**if registered prior to July 1, 2019  
**Airfare**:**$\_\_\_\_**<Add flight expenses to San Diego, CA).>  
**Transportation**:**$\_\_\_\_**<Add transportation expense between the San Diego, CA airport and hotel (average cab trip from airport to hotel is $30).>  
**Meals: $\_\_\_\_** All meals included, though you may want to supplement by $20/day  
**Hotel: $777**<Add hotel cost based on the options below; for the full conference, you would want to include at least a 3-night hotel stay. (Here is the link to reserve your room: [RegoUniversity2019](https://book.passkey.com/gt/217245821?gtid=61919a3a9f08dc50acfe40bcfb98bf2a). This takes you to our room block with special prices for RegoU).  
Paradise Point Resort & Spa (3 nights @ $259/night) = $777 (plus taxes & fees)

**Total Investment**: **$**\_\_\_<Add estimated total.>

Thank you for your consideration. I hope you are as excited about this opportunity as I am.

**[YOUR NAME]**