**To:**

**From:**

**Subject: Request to Attend the SAP Concur Fusion 2025 Conference**

Dear <Name>,

This request is for approval to attend the [**SAP Concur Fusion 2025**](https://fusion.concur.com/) conference on **March 18-20 in Seattle, WA.**

SAP Concur Fusion is the flagship user conference for SAP Concur solutions that brings together finance and travel professionals at a three-day event full of educational sessions and trainings, personalized consulting for our program, and networking opportunities with peers, SAP Concur experts and partners.

By attending this event, I will have opportunities to:

* Explore emerging trends and practical solutions, bring actionable ideas back to our organization to improve compliance, efficiency and employee satisfaction.
* Learn how to automate tedious tasks, enhance accuracy, and gain insights from our travel and expense data.
* Receive 1:1 consulting with an SAP Concur expert on data and reporting, travel, expense, or invoice.
* Discover new innovations that bring AI to travel and expense management, and how it delivers greater efficiency, sustainability, and success for our program.

[Optional] At the conference, I plan to attend sessions and trainings focused on:

* <Session Title>

Below is a rough estimate of costs:

|  |  |
| --- | --- |
| **Registration fee**  *(registering before January 17 save 12% off the standard rate)* | USD $1,400\* |
| **Airfare** | USD $350 |
| **Transportation**  *(round trip taxi from airport to hotel)* | USD $100 |
| **Hotel (discounted conference rate)\***  *(4 nights x USD $200 per night not incl. tax/fees)* | USD $800 |
| **Meals outside of conference meals**  *(3 meals x USD $50 per meal)* | USD $150 |
| **Approximate total cost:** | USD **$2,800** |

\**The official conference hotel block includes seven (7) hotels within walking distance of the conference venue, with rates from $179 - $259 per night + taxes and fees.*

Once the event is over, I’ll get access to session resources, decks, and recordings that I can bring back to review with the team.

Regards,

<Name>

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\*Please reference the below schedule of registration rates.

**Early Bird Rate | November 6, 2024 - January 17, 2025**

* Individual Rate: USD $1,400
* Group Discount Rate (Buy 3, Get 1 Free): USD $4,200

**Standard Rate | January 18 - March 14, 2025**

* Individual Rate: USD $1,600
* Group Discount Rate (Buy 3, Get 1 Free): USD $4,800

**Onsite Rate | March 15 - March 20, 2025**

* Individual Rate: USD $1,800

**International (Non-US) Attendee Rate** | No expiration date

* Individual Rate: USD $1,000