**Subject**:  Rego University ’19, San Diego, CA — Request to Attend  
**Event Date**:  Sept 29 – Oct 2, 2019  
**Tuition Fee**:  $1100

Dear [insert name of manager],

I’d like to ask for your approval to attend [RegoUniversity, Sept 29 - Oct 2](https://www.regouniversity.com/clarity-ppm/) at the Paradise Point Resort & Spa in San Diego, CA.

This is the single most attended Clarity PPM (CA PPM) training, networking, and knowledge-sharing event of its kind. Over 200 PPM community members will be in attendance, representing 100+ companies, government agencies, and institutions. Clarity PPM product experts, Agile, and PMO/PPM thought leaders will 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 three incredible days of best practice-based training on Administration, PPM Roadmaps, Jaspersoft Report Development and Business Intelligence, GEL scripting, Portlets, Integration, Data Modeling, 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-Clarity.pdf?__hssc=54447671.3.1553709919667&__hstc=54447671.899a5c1b7fe23465e3539604f57711a8.1551880258178.1553637174301.1553709919667.18&__hsfp=2862750300&hsCtaTracking=e1221278-8787-43cd-81cc-df90e3f42de1%7C1d2a1d3c-244e-41c5-afa2-189d0f14dd00).

Also, there will be direct one-on-one access to Broadcom’s Clarity PPM product team, who will provide exclusive insights into the planned roadmap. With this type of unprecedented access, we will be able to plan ahead in regards to maximizing the value of Clarity PPM.

Overall, this is a great opportunity for me to enhance my technical skills and expand my expertise in Clarity PPM, business analysis, and best practices in all of the most significant PPM 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**: **$1100  
Airfare**:**$\_\_\_\_**<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]**