[Date]

Dear [Your Name],

I would like to attend DrupalCon Austin, the annual North American Drupal conference, held this year in Austin, Texas from June 2-6. I feel the return on the investment would be a major benefit as the event aligns directly to the priorities of our organization.

It’s a very good value for the level of intensive Drupal education I would receive over the course of 5 days. As an attendee of DrupalCon, I’ll have access to:

* 130 educational Drupal sessions covering 10 role-based tracks
* 65 hours of BOF (birds of a feather) sessions
* 87 hours of continuous Drupal coding and collaboration with peers
* Opportunities to contribute to the project through code sprints
* 3 keynote presentations covering the latest industry trends, including the State of Drupal presentation by Drupal founder and project lead Dries Buytaert
* An exhibit hall featuring 70+ of the top Drupal businesses
* 5 full days of social and business networking with 4,000 Drupalistas

DrupalCon is an international gathering of the Drupal Community to learn, share, discuss, and

advance the Drupal project, as well as to network with other Drupal community members.

I will have the opportunity to meet Drupal community leaders, top developers, my favorite module maintainers, members of the Drupal Association, potential business partners, and future co-workers.

I am seeking approval for the registration fee and following travel expenditures:

 Airfare \_\_\_\_\_\_\_\_\_\_\_\_

 Transportation \_\_\_\_\_\_\_\_\_\_\_\_

 Hotel \_\_\_\_\_\_\_\_\_\_\_\_

 Meals \_\_\_\_\_\_\_\_\_\_\_\_

 Conference Ticket $400 +tax

 Drupal Training (optional) \_\_\_\_\_\_\_\_\_\_\_\_

 Total expense request \_\_\_\_\_\_\_\_\_\_\_\_

Should 6 or more of the team wish to attend the event, we will receive a 15% discount on tickets.

In my follow up report I will include a short summary of my education as well as my networking goals, including presenters, exhibitors, and attendees whom I will contact after the event.

The Drupal Association is also happy to issue a Certificate of Attendance for the conference and Drupal Training, should the company require one for our records.

Please accept this proposal to attend as I’m confident in the significant return we will receive for the small investment.

For more information on the event, please visit the conference website at austin2014.drupal.org or contact the help desk at austin2014.drupal.org/contact.

Thank you for your consideration.

[Your Name]