**[date]**

Dear **[your supervisor’s name]:**

In order to further my knowledge regarding the latest innovations in lidar technology, I would like to attend the International Lidar Mapping Forum (ILMF), taking place in Washington, DC, March 23-25, 2020. I am seeking approval for the registration fee, travel expenses to the conference, and housing expenses during the conference. A detailed cost breakdown is included below.

The International Lidar Mapping Forum (ILMF) is a technical conference and exhibition showcasing the latest airborne, terrestrial, and underwater lidar as well as emerging remote-sensing and data collection tools and technologies. With a special emphasis on data acquisition, fusion, integration, processing and visualization, ILMF is the must-attend event for professionals involved in utility asset management, transportation, urban modeling, coastal zone mapping, and more.

ILMF takes place as part of Geo Week with ASPRS Annual Conference (March 22-25) and MAPPS Federal Program Conference (March 25-26), meaning more exhibitors, education, networking and technology than ever before.

After reviewing the Geo Week educational content, I believe that the ILMF & ASPRS Combo Conference Pass will provide me with new information that I can share with my colleagues and assist our department’s performance.

The combo full conference registration includes access to all ILMF and ASPRS conference sessions, product preview presentations, the exhibit hall, coffee breaks, lunches, and cocktail reception as well as a networking event at Penn Social.

Here is the breakdown of conference costs: **[You will need to insert your travel expenses here]**

►Airfare: **<$xxxx>**

►Ground Transportation: **<$xxxx>**

►Hotel: **<$xxxx>**

►Conference Fee: **<$xxxx>**

The total costs associated with attending this conference are: **<$xxxx>**

The opportunity for me to develop better contacts and gain knowledge in specific areas of <**your area of expertise**> makes my attendance at Geo Week a wise investment, which will yield rich dividends for <**name of your organization**>. Thank you for consideration of this request.

Sincerely,

**[your name]**