**Template Justification Letter Option 1**

**[insert date]**

Dear **[insert supervisor name],**

I hope to represent **[insert college/university]** at the 2024 Association of College Unions International (ACUI) Annual conference. The conference takes place this year on March 24-28, 2024 in Denver, Colorado.

The Annual conference is an opportunity to join other student union/center and activities professionals to learn, grow, network, and strengthen myself as a professional. I believe attending the ACUI conference will provide me with new professional knowledge and network to succeed in my role and to assist with my work back on campus and promote student success. At the conference, I will attend a variety of workshops and educational sessions. I will learn from other professionals on meeting the ever-evolving needs of our campus organizations and student populations. Additionally, I will have opportunities to network with professionals working in similar positions as well as colleagues from the same regional areas to understand how other schools and departments are finding success in areas such as:

* [insert area of interest]
* [insert area of interest]
* [insert area of interest]

Attending ACUI will allow me to bring fresh ideas back to our campus. I plan to attend educational sessions centered around the focus themes this year: connections and community, sustainability, and belonging and affirming spaces. The sessions will be presented by professionals who found success in their functional areas to best support the operation of their campus and student engagement efforts. As I will be attending sessions of various topics that represent the overarching themes of the conference, please see below for some examples:

* **< session one >**
* **< session two >**
* **< session three >**

I am requesting approval for the conference registration fee, travel, and related expenses. Conference registration includes full access to the event, including over **[insert number]** concurrent sessions and networking opportunities that will help me continue to grow to best support our campus.

Here is the cost breakdown:

* Conference Registration (Before December 14, 2023): **$825 (Early Member Price)**
* Roundtrip Airfare: **< $xxx >**
* Ground Transportation: **< $xxx >**
* Hotel: **< $xxx >**
* Meals: **< $xxx >**
* **Total: < $xxx >**

Here are some possible savings opportunities: *(add or remove as needed)*

Registering before December 14th can save $100

Utilizing the RTD A Line from airport to downtown will cut costs on Rideshare or Taxi

Securing Hotel prior to February 23, 2024 will ensure ACUI Group rate

Fly on United Airlines and I can use travel discount code

Upon my return from the conference, I am happy to submit a post-conference report that will include major takeaways from conference sessions and themes as well as recommendations that will help us with our short- and long-term planning. I hope we can meet in the next few weeks to review my attendance and ensure that your expectations are met. Thank you in advance for considering this request.

Sincerely,

**< your signature here >**

**< full name >  
< title >  
< organization >**

**Template Justification Letter Option 2**

Dear **[insert supervisor name],**

I hope to represent **[insert college/university]** at the 2024 Association of College Unions International (ACUI) Annual conference. The conference takes place this year on March 24-28, 2024 in Denver, Colorado. I am requesting approval for the conference registration fee, travel, and related expenses. Conference registration includes full access to the event, including over **[insert number]** concurrent sessions and networking opportunities that will help me continue to grow to best support our campus and promote student success.

Here is the cost breakdown:

* Conference Registration (Before December 14, 2023): **$825 (Early Member Price)**
* Roundtrip Airfare: **< $xxx >**
* Ground Transportation: **< $xxx >**
* Hotel: **< $xxx >**
* Meals: **< $xxx >**
* **Total: < $xxx >**

Here are some possible savings opportunities: *(add or remove as needed)*

Registering before December 14th can save $100

Utilizing the RTD A Line from airport to downtown will cut costs on Rideshare or Taxi

Securing Hotel prior to February 23, 2024 will ensure ACUI Group rate

Fly on United Airlines and I can use travel discount code

Upon my return from the conference, I will submit a post-conference report that will include major takeaways from conference sessions and themes as well as recommendations that will help us with our short- and long-term planning. I hope we can meet in the next few weeks to review my attendance and ensure that your expectations are met. Thank you in advance for considering this request.

Sincerely,

**< your signature here >**

**< full name >  
< title >  
< organization >**