Dear [Name],

I am requesting approval for funding to support a group of student veterans in attending the Student Veterans of America (SVA) 14th annual national conference, January 6-8, 2022, in Orlando, FL.  The purpose of this event is to reframe the possibilities for veterans given their intellect, talent, drive, and experience in higher education and service to their country; to train on salient topics that immediately impact or interest chapter leaders within the national network; and to convene the largest gathering of student veterans in the country, including current chapter leaders, future chapter leaders, and outgoing chapter leaders, as well as National Headquarters staff and an extensive network of partners. This conference is tailored to strengthen our ability to support student all veterans on-campus.

SVA expects 2,400 student veterans, alumni, higher education personnel, researchers, stakeholders, and policymakers from across the United States. With university, departmental, and budget priorities in mind, I have outlined below the positive impact our attendance will have and demonstrate that this is a positive investment.  During the three-day event, we will have access to:

* More than 100 sessions, many of which address challenges student veterans face on our campus;
* A network of peers, with whom I can discuss challenges, strategies, and ideas for improving our practices;
* Roundtable Discussions, where I can meet with stakeholders and policymakers in a small, focused format;
* Higher education, corporate, government, and nonprofit organizations, who can not only provide products and services to help our campus function more effectively, but also provide career connections that we can bring back to the student veterans and military-connected students on campus;
* Critical and salient information on the intersection of veterans and higher education topics, which I can bring back to better inform our student veteran organization and school.

I am requesting approval for travel and registration expenses for [XX] student veterans totaling $[$total from below]. Below is an estimate of the costs per person associated with this conference:

* Airfare: $[xxx]
* Transportation (taxis, shuttles): $[xxx]
* Hotel: $[xxx]
* Meals: $[xxx]
* Conference fee: $[xxx]

I am requesting approval and funding from you now so we can take advantage of lower price points at earlier planning stages and to ensure that we secure a spot at this important conference. I will prepare a debriefing report for you after the national conference with significant takeaways, tips, and recommended actions. The SVA national conference is indeed a worthy investment resources from the school and time from the students attending. Thank you for your consideration. I look forward to your reply. Please let me know if I can provide any supporting information.

Very respectfully,

[Name]

Chapter Leader, Student Veterans of America Chapter, [School Name]