



**TO:**  
**FROM:**  
**SUBJECT:** Why I should attend **GBTA Workforce Mobility and Travel Summit 2025**

GBTA Workforce Mobility and Travel Summit 2025 is an educational and networking conference for business travel professionals. I would like to request approval to attend.

This year's event offers a full day of insightful sessions focused on the significant complexities in programs which service large numbers of travelers seamlessly, often including repetitive schedules or long-term accommodations with little notice and varying degrees of unpredictability. The Summit is tailored to specialized buyers and suppliers and will showcase best practices in managing unique traveler journeys.

This event is an opportunity for me to discover innovative solutions and real-world use cases addressing current challenges in the industry, as well as engage with buyers and suppliers offering non-traditional travel services to share experiences, compare challenges and gain valuable insights on how to support each other.

This event runs from **November 13-14, in Phoenix, Arizona.**

Here are the goals I plan to accomplish:

1. *Enter Goal 1*
2. *Enter Goal 2*
3. *Enter Goal 3*

I have calculated an approximate breakdown of costs associated with my attendance:

Summit Registration	\$
Accommodations estimate	\$
Flight estimate	\$
<b>Total</b>	\$

I believe my attendance at GBTA Workforce Mobility and Travel Summit will provide me with new ideas and strategies to elevate travel management in our organization. Once I return, I can provide a report of my key takeaways, and share new trends and strategies with the team. I will work to make sure we get the full value of this event.

Thank you for your consideration.

Sincerely,  
*Your Name Here*