Justify Your Trip Letter:

Need help getting approval to attend Limeade Engage 2019? Use this sample email to make the case to your boss. Check out the [downloadable agenda](https://www.limeade.com/limeade-engage/#Limeade-Engage-Agenda) to give your manager a peek at what you’ll bring back to your organization. They may even realize this event is perfect for them too!

COPY AND PASTE THE TEXT BELOW INTO AN EMAIL:

Subject Line: Interested in Attending Limeade Engage 2019

[Limeade Engage](http://www.limeadeengage.com/) is a two-day conference, April 24-25, 2019 in Austin, TX that I can’t miss. It’s an opportunity to meet and learn from the Limeade team, other HR leaders and industry changemakers to discuss strategies and solutions for the employee experience. I’ll bring back new insights and resources on employee engagement, inclusion, internal communications, well-being and more that are critical to my role as a **[INSERT YOUR TITLE]**. I’ll have access to Limeade products to better understand how they can help our organization show our people we truly care. [Check out the agenda & more](https://www.limeade.com/limeade-engage/#Limeade-Engage-Agenda) for a closer look.

**Here is a breakdown of the conference costs:**

* Airfare: $
* Transportation (between airport and hotel): $20-30 from ATX-hotel
* Hotel: $259/night (2 nights = $601.78 after tax/fees)
* Meals: Included in registration costs (Breakfast, lunch and Wednesday dinner!)
* Registration fee: $ XXX [check for current price]
* Total: $ X,XXX

I’d like to register now to get the best registration and hotel rates possible. I’ll provide a full read-out from the event, as well as get access to presentation decks to share with our team.

Thank you for considering!

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