Dear

The Texas Association of College and University Student Personnel Administrators (TACUSPA) Annual Conference will be held October 24-26, 2021 in Plano, Texas. The TACUSPA Annual Conference is a state-wide gathering of student affairs professionals, educators, and allies committed to enhancing higher education and student success. I believe my participation is critical to bringing new ideas and approaches to our organization and further my professional development. I would like to request approval to attend.

This year's conference theme, Influence and Impact: Strategies to Accelerate Systemic Change within the Profession and Beyond, will explore and examine how our colleagues across the state are creating meaningful change that not only addresses the symptoms of unjust practices, but also reimagine how we can influence and impact long-lasting change.

I plan to attend the following sessions to strengthen my professional development:

I plan to attend the following sessions to strengthen my knowledge in my functional area:

Here are the costs associated with attending the TACUSPA Annual Conference:

|  |  |
| --- | --- |
| Airfare: |  |
| Hotel: |  |
| Registration Fee: |  |
| Miscellaneous (meals/taxi): |  |

This investment will pay off in more efficient practices, new insights and ideas. In addition, I can provide a report of my key takeaways and recommended actions to our team.

I appreciate your approval. I will work to make sure we get the full value of this event.

Sincerely,