{Date}

Dear {Name of line manager/approver}:

I am requesting approval to attend the 5th Annual SANRC FYE Conference 2019 in Durban, KwaZulu Natal on May 22-24, 2019. The theme for this year’s conference is *“Be the Difference for South Africa’s Students: Contemporary Practice in SA’s First-Year Experience (FYE)”.*

The SANRC FYE conference brings together international delegates and South Africa’s fast-growing FYE community to participate in collaborative and scholarly discussions about the FYE and how FYE scholars and practitioners can improve upon the support offered to South Africa’s first-year students.

The conference is designed to thoughtfully consider whether scholars and practitioners are giving students the kinds of meaningful educational experiences which will help them thrive academically and transition successfully through the higher education system. It calls for deep introspection combined with academic rigour, both on an individual and institutional basis, as critical reflections upon the ‘true’ meaning of support to first year students are undertaken.

The ideas discussed at the conference can be brought back and implemented to help our students thrive, thereby making attendance at this conference a great return on investment. The conference is distinguished from others in that all abstracts presented will have gone through a blind peer-review process and will be published as an e-book on the SANRC website. The e-book can be shared with colleagues when I return.

In addition to the many concurrent sessions, there are pre-conference workshops, a Global FYE Perspective session and interactive workshops, which I will be interested in attending. Based on what is offered at the conference, I believe the additional cost will benefit {your institution name} because {explain here-optional}.

Outside of the sessions, there will be numerous opportunities for me to network and build relationships with higher education professionals from all over the country and internationally, who may serve as key contacts for any future initiatives we implement.

An estimate of the costs associated with attending the FYE conference are provided here: {Remove any items that are not applicable}

|  |  |
| --- | --- |
| Full Conference registration fee | R 4800.00 |
| Travel - Airfare/Car rental/mileage | R |
| Local Transportation (taxis, shuttles, parking) | R |
| Accommodation | R |
| Additional Meals not included in conference package | R |
| TOTAL ESTIMATED COST | R |

To benefit from the conference, I need to register by **03 May 2019**, although payment can be made later.

Thank you for your consideration.

{Your Name Here}

{Use the following worksheet to determine your costs for the conference, then remove this section before submitting the request to your supervisor.}

|  |  |  |
| --- | --- | --- |
| **Expense** | **Guideline** | **Cost** |
| Conference Registration | Through 22-24 May 2019 | R |
| Local Transportation | Taxis, shuttles, parking | R |
| Travel | Airfare, car rental, mileage | R |
| Accommodation | Special rate: approx. R1 420.00 per night at the Garden Court Marine Parade  Rate Code: ***GRPF01***  Contact Lovinia Seme, tel 031 492 4001. | R |
| Meals | Morning refreshments, tea/coffee breaks and lunch meals are included in the conference fee from 22-24 May only  Evening Meals will only be provided from the 22nd of May   * 22 May 2019- Welcome reception- included in conference fee * 23 May 2019- Gala Dinner- included in conference fee. * 24 May 2019- Closing lunch- included in conference fee.   **(Please note that meals for early check in i.e. for example, 20 or 21May will not be covered by the SANRC-please factor these meals into your budget)** | R |
| **Total** | | R |