[First Name of Supervisor/Manager], Date:

The start of the 2024-2025 financial aid processing cycle is just around the corner, and it is more important than ever to be familiar with the changes in law and regulations that govern student financial aid. It is vital that our financial aid office stay up-to-date and learn how to implement changes to the student aid programs, including the new FAFSA, so [your institution] remains in compliance. The annual conference of the Missouri Association of Student Financial Aid Personnel (MASFAP) will be held November 6-8, 2023 at the Lodge of the Four Seasons in Lake Ozark, Missouri. It is extremely important that we attend to learn from experts and speak with our peers within the state.

The MASFAP Conference will provide me with valuable, updated information on the student aid programs and, most importantly, how to implement any changes to better serve our students. There will be sessions on FAFSA Simplification, Return to Repayment, Professional Judgments, and Cost of Attendance, to name a few.

Financial aid professionals from across the state attend the MASFAP conference each year to learn, network, and share best practices. With the pending changes to our profession, the information shared and relationships made at the MASFAP conference will prove invaluable in the successful administration of aid at [your institution].

The cost to send me to the conference is:

* Registration: [$350 if director is not attending or $0 if director is attending]
* Approx. travel: [Cost of rental car/fuel or roundtrip mileage]
* Hotel: [$122/night]
* Meals: Meals are provided during the conference at no additional charge

Estimated Total Cost: **[Enter your total]**

I hope you agree that the MASFAP Conference is a good investment of time and resources that will benefit the financial aid office, the institution, and our students greatly. I am requesting your approval to register.

Thank you for considering this request!

[Your Name Here]