

Dear [Decision Maker Name]:

I am writing to request your approval to attend MISTI's AuditWorld 2018 Conference & Expo in Las Vegas, NV on November 6-8, 2018. AuditWorld is dedicated to helping prepare internal auditors for the future with five distinct forums providing instruction and best practices for improving the internal audit process, tackling new audit projects, and addressing critical technology issues.

Agenda highlights for the 2018 program includes:

- Best practices for identifying emerging risks
- Advanced examples of how to develop an integrated technology auditing approach
- Insights into positioning your company for better fraud detection
- Practical steps for developing governance in high-risk areas
- Expert guidance for constructing meaningful and impactful audit messages

Please take a moment to review the program on their website: <https://auditworld.misti.com/>

The approximate costs for my attendance:

Flight	\$XXX.XX
Transportation (ground transportation to/from hotel)	Approximately \$10-\$15 each way using UberX
Hotel	\$135 per night x [# of nights]
Meals	Breakfast and lunch included each day
Conference/Training pass	\$1,695

This conference pass rate is based off me registering before the early bird cutoff date of September 9th. AuditWorld will be co-located with MISTI's SuperStrategies conference, which helps senior executives align their audit plans with key business objectives. There is an additional cost to attend sessions from both programs.

Following the conference, I will submit a summary of the most important guidance I learned at the event, and share conference materials with teammates so that we, as a united department, will be prepared for the future of internal audit.

I appreciate your consideration, and would be happy to answer any further questions you might have.

Sincerely,

[Your Name]