Customizable Email to Supervisor for In-Person Registration

Expense Worksheet is on page 2

Dear <**supervisor's name**>,  
  
I would like to attend the [2024 ASHRAE Annual Conference](https://www.ashrae.org/conferences/2024-annual-conference-indianapolis/2024-annual-conference-technical-program) taking place June 22-26in Indianapolis.

This event offers:

* Networking opportunities.
* Option to participate in hundreds of technical focused committees working to further the industry.
* 12-Month access to the virtual conference which includes recordings of all sessions, conference papers, and PDHs.
* [80+ technical sessions within 8 technical tracks:](https://events.rdmobile.com/Sessions/Index/17591)
* HVAC&R Systems and Equipment
* Fundamentals & Applications
* Research Summit
* Legislation, Standards, Codes and Guidelines
* Artificial Intelligence and the Built Environment
* Building Lifecycle Assessment
* Workforce Development
* Electrification: Possibilities and Pitfalls

For additional information I encourage you to visit [ashrae.org/2024annual.](https://www.ashrae.org/conferences/2024-annual-conference-indianapolis/2024-annual-conference-technical-program) I have included a breakdown of approximate costs to attend the conference. The networking and educational opportunities make my attendance at the 2024 ASHRAE Annual Conference a wise investment. I look forward to hearing your response regarding my proposal to attend.   
  
Sincerely,

<**your name here**>

**Expense Worksheet**

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| **Expense** | **Tips and Information** | **Cost** |
| Conference Registration | March 1 – April 29 Fees:  $755, member/$1,010, non-member  $730, first-time member/$985, first-time non-member  May 1 – June 7 Fees:  $780, member/$1,035, non-member  $755, first-time member/$1,010, first-time non-member | $ |
| ALI Course Registration | Optional, only if you are planning to attend one of the additional training programs. | $ |
| Social Events | Optional events such as Members Night Out, President’s Lunch and Welcome Party | $ |
| Tours | Optional, technical and general tours available | $ |
| Lodging | JW Marriott Indianapolis  10 S West Street, Indianapolis, IN 46204  $219 + tax per night  Marriott Downtown  350 W Maryland St, Indianapolis, IN 46225  $219 + tax per night | $ |
| Transportation: Airport to Hotel | [Map from Airport to the JW Marriott](https://www.google.com/maps/dir/JW+Marriott+Indianapolis,+South+West+Street,+Indianapolis,+IN/Indianapolis+International+Airport+(IND),+7800+Col.+H.+Weir+Cook+Memorial+Dr,+Indianapolis,+IN+46241/@39.7298688,-86.2871707,13z/data=!3m1!4b1!4m13!4m12!1m5!1m1!1s0x886b50b18507434d:0xd790d496b8b2886a!2m2!1d-86.1683735!2d39.7663443!1m5!1m1!1s0x886ca7aaf0a1ffa1:0x248add2283fd672f!2m2!1d-86.2937007!2d39.7204576?entry=ttu) to estimate cost for rideshare or taxi. | $ |
| Mileage Reimbursement | Driving to the conference? Use [IRS Standard milage rate](https://www.irs.gov/tax-professionals/standard-mileage-rates) for US agencies. | $ |
| Parking Reimbursement | At airport for flight departure, or at hotel where conference is located. | $ |
| Food Per Diem | See [IRS guidelines](http://www.gsa.gov/portal/content/104877) for conference locale rates. | $ |
| **subtotal** |  | $ |
| Total number of employees going | |  |
| Multiply subtotal by total number of employees going = **total** | | $ |
|  | |  |