<Date>

Dear <Name of Supervisor>

I am requesting funding to attend the [Green Transportation Summit & Expo](https://www.gtsummitexpo.com/) in Tacoma, Washington, August 16-18, 2022. This conference is the strongest gathering of fleet professionals in the clean fuels industry, with half the conference attendees representing fleet management, operations, and maintenance from corporate, municipal, and private fleets.

The educational sessions and technology exhibits focus on many of the key issues we are experiencing in our community and offer solutions that we are seeking, including:

|  |  |
| --- | --- |
| * Electrification Planning & Infrastructure * Hydrogen Vehicles & Infrastructure * Total Cost of Ownership with Alternative Fuels * Workforce Development & Training | * Autonomous Technologies * Workplace Charging * Mobility Policy & Funding * Cyber Security in Transportation |

There are many more sessions at GTSE than summarized above, with some of the topics previewed in the GTSE’s [Mindful Mobility Tech Talk](https://www.gtsummitexpo.com/webinars) series. A full conference registration additionally gives us complete access to all past Mindful Mobility Tech Talks.

For this year’s conference I am particularly interested in attending the following sessions:

1)

2)

3)

4)

5)

The full price for the conference is $429.00 (with additional $100 discount for Columbia-Willamette Clean Cities Members, of which our organization is a current member). For more information on this discount, contact Brian Trice at [brian@cwcleancities.org](mailto:brian@cwcleancities.org). Below is the breakdown of the total estimated costs for me to attend:

|  |  |
| --- | --- |
| **Item** | **Amount** |
| Registration | $429.00 |
| Clean Cities Member Discount | -$100.00 |
| Roundtrip Air | $00.00 |
| Transportation | $00.00 |
| Hotel |  |
| Meals | $00.00 |
| **Total** | **$00.00** |

GTSE is critical to ensuring we keep [organization name] current with the latest in sustainability and clean fleet trends. Information I gather at GTSE will be critical to helping us not just meet our emission reduction and clean fuels goals in the most cost-effective and practical manner, but also position us to be leaders in clean transportation.

With the great lineup of sessions and the large number of exhibits, I really feel our return on investment for this conference will far exceed the $XXX.XX expense. Please let me know if there is any further information, I can provide to support this request.

Sincerely,

<Name>

<Signature>