March 19, 2025

Dear <***insert supervisor/approver name here***>,

This letter serves as a formal request to attend ACUHO-I’s Campus Home. LIVE! in Columbus, Ohio, which will be held **June 28-July 1, 2025**.

ACUHO-I is a global association dedicated to the development and engagement of campus housing professionals, industry partners, and stakeholders who work at institutions and organizations of all types and sizes. More than 17,000 individuals who serve 1.2 million on-campus students worldwide are beneficiaries of ACUHO-I’s programs and services, which include conferences and institutes, webinars and virtual roundtables, online courses, research products, publications, and leadership opportunities.

Campus Home. LIVE! is ACUHO-I’s cornerstone annual event – a meeting place where campus housing professionals from around the globe participate in an expansive slate of education sessions with expert speakers, peer-facilitated programs and roundtables, pre-conference workshops, plus social and networking opportunities.

I am seeking support for expenses incurred in travel, registration, and meals as appropriate. A detailed cost breakdown can be found below. Campus Home. LIVE! offers the following benefits to all attendees:

1. Almost 200 hours of live educational programming covering a broad range of functional and competency areas related to campus housing through interest sessions, roundtables, and panels.
2. Expert **keynote speakers** tackling cutting-edge issues and concepts impacting campus housing and student affairs work.
3. **Pre-conference workshops** offering extended learning opportunities in specialty topics.
4. Five hours of dedicated engagement time in the conference’s **expo hall**, where participants can meet face-to-face with a wide array of industry partners that offer valuable products and services that support campus life and infrastructure.
5. Scheduled **networking opportunities** throughout the conference designed to connect with colleagues and learn more about the association and the spectrum of benefits and opportunities it offers.
6. An **on-site bookstore**, **foundation booth and auction**, **engagement center**, and other activities aimed to give participants multiple avenues through which to connect to ACUHO-I on a deeper level.

If I complete my registration before <***insert date here***>, registration for the Campus Home. LIVE! 2025 would be $<***insert dollar amount here****> (****Note: please use the*** [***conference registration cost and deadline table***](https://www.acuho-i.org/event/live/registration/) ***on the ACUHO-I website to determine the registration fees you’ll pay based on your or your institution/organization’s membership status, and note the forthcoming registration deadlines applicable on the date you submit your letter****).*

I also plan to attend the following supplementary events and/or sessions that are available at an additional cost:

|  |  |
| --- | --- |
| **Event/Session:** | **Estimated Total Cost:** |
| ***Pre-Conference Sessions***  *Morning (9am-12pm) and Afternoon (1-3pm) pre-cons are scheduled and have a cost of $25 each. (June 28)* | $ |
| ***Off-Site Events***  *Fun Run/Walk/Roll – includes reg + t-shirt - $25 (June 29)* | $ |

Conference registration includes light hors d’oeuvres at the opening reception on the evening of **Saturday, June 28**, andon-site lunches in the expo hall on **Sunday, June 29** and **Monday, June 30.** All other meals are the participant’s responsibility. I estimate, based on our institution’s/organization’s policies that my meal cost for the trip will be approximately $<***insert estimated meal cost here****>*.

Participants are also responsible for their own accommodation during the conference, and for any possible extended stays they wish to book before or afterward. ACUHO-I has arranged blocks of rooms at two hotel properties in proximity to the convention center. Room rates and availability are limited. Based on my individual travel needs, I estimate that accommodations for my trip would cost approximately $<***insert estimated hotel cost here****>*, and I am planning to stay at *<****insert hotel property here****>. (****Note: please refer to the*** [***trip planning options***](https://www.acuho-i.org/event/live/book-hotel/) ***listed on the ACUHO-I website to help you calculate costs and dates of your stay****).*

Transportation to and from the conference site, (flights, personal vehicle use, rental cars, parking, ridesharing/taxis) is also the responsibility of individual participants. Here are estimated costs and modes I’ve researched below that I plan to use on my trip:

|  |  |
| --- | --- |
| **Mode:** | **Estimated Cost:** |
| ***Flight***  *The Greater Columbus Convention Center is 7 miles from the John Glenn Columbus International Airport* | $ |
| ***Personal Vehicle***  *Mileage x .655 (Please also consult your institutional policy)* | $ |
| ***Ridesharing/Taxi***  *Best estimate; fares depend on time of day/activity in area)* | $ |
| ***Parking***  *Check applicable hotel website* | $ |

The total estimated costs associated with attending Campus Home. LIVE! 2025 is $*<****insert total estimated cost here based on all calculations****>.*  
  
Attending Campus Home. LIVE! 2025 the ACUHO-I Conference & Expo would be an outstanding complement to the work I’m doing on our campus. Here are the following ways in which I plan to share and apply what I learn from participating:

* *<****add your takeaway here****>*
* *<****add your takeaway here****>*
* *<****add your takeaway here****>*

More information about Campus Home. LIVE! can be found on the events webpage: [www.acuho-i.org/event/live](https://www.acuho-i.org/event/live/). If you need more clarification or specifics, the ACUHO-I staff can be reached via email ([office@acuho-I.org](mailto:office@acuho-I.org)), or they can be contacted via telephone during normal business hours (Monday through Friday, 8:30 am to 5:30 pm, Eastern Time in the United States) at 614-292-0099.

Sincerely,   
  
*<****insert your name here****>*