

Re: Request to attend the Risk USA 2018: November 7-9, New York

Dear .....,

I would like to request approval to attend the Risk USA conference, taking place on November 7-9, 2018 at the New York Marriott Marquis. Due to the attention that we are giving our budget spend, I would like to outline the benefits and value that this event will deliver.

The event will consist of a pre-conference workshop followed by a two day conference. The content will be delivered by industry experts, sharing practical advice and insights through a series of insightful debates, interactive workshops and keynote presentations discussing the opportunities and issues facing the industry.

The event will explore:

- where are we in the credit cycle and the direction of risk in 2019
- market, credit, liquidity, model risks and risk management for the buy side
- risks and opportunities presented by innovative risk technologies and fintech applications

I will have the opportunity to:

- Earn up to 23 Continuous Professional Education (CPE) points
- Network with up to 500 senior risk management directors, derivatives traders and regulatory bodies
- Hear from over 80 of the leading voices in the risk management industry

Below is a breakdown of the costs for my travel and expenses to Risk USA 2018:

Airfare:	\$
Hotel:	\$
Registration:	\$
Meals:	\$
Other/Misc:	\$
TOT	ė.

TOTAL: \$ .....

Thank you for considering my request. As soon as I receive approval I will look at booking my travel and accommodation early to reduce my expenses.

Kind regards,

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