**Budget Approval Resource**

To:

From:

Re: Request for Approval: **GreenBiz 25 Conference**

I would like to attend the [**GreenBiz 25**](https://trellis.net/events/greenbiz/?utm_medium=trellis-site&utm_source=justification-letter&utm_campaign=gb25)conference, taking place February 10-12, 2025 in Phoenix, AZ.

GreenBiz 25 is the premier annual event for sustainability professionals seeking hands-on, tangible solutions. By attending, I will have access to more than 60 tutorial, keynote and breakout sessions to learn what’s next in decarbonization, disclosure, nature, supply chains, strategic communications, change management and much more.

By participating in GreenBiz 25, I will have the opportunity to connect with and learn from [**nearly 3,000 sustainability professionals**](https://trellis.net/events/greenbiz/frequently-asked-questions?utm_medium=trellis-site&utm_source=justification-letter&utm_campaign=gb25/#who-attends) including executives working in sustainability, corporate responsibility, impact, net zero, reporting, environmental health and safety, communications and more. Past attendees include leaders from Meta, McDonald’s, Google, JetBlue Airways, Microsoft, Morgan Stanley, Rivian and Siemens.

GreenBiz 25 will host more than [**300 leading experts**](https://trellis.net/events/greenbiz/speakers/?utm_medium=trellis-site&utm_source=justification-letter&utm_campaign=gb25) to share their insights and market trends. Past speakers include Michael Kobori, *Chief Sustainability Officer at Starbucks*, C.D. Glin, *Global Head of Social Impact at PepsiCo Inc.* and Melissa James, *Vice Chairman at Morgan Stanley*.

Some of the benefits I expect to get from participating in GreenBiz 25 are:

1. Get up to speed on the issues impacting corporate sustainability — and how those trends will impact our organization
2. Engage in strategic networking with 3,000+ leaders, peers and customers across industries and sectors
3. Learn about emerging market-ready products and services that can help our organization’s impact on Scope 3 emissions, ESG data and reporting, biodiversity and more

Here is an approximate breakdown of the cost of attending. If I register by [[Enter current rate expire date](https://trellis.net/events/greenbiz/register/?utm_medium=trellis-site&utm_source=justification-letter&utm_campaign=gb25)] we will save [enter dollar amount].

Registration:

Airfare:

Transportation:

Hotel:

Meals:

Total:

Since GreenBiz 25 offers learning and networking opportunities across several departments and functions, it would be a great opportunity for our organization to [**send a team of 3 or more at a discounted rate of 20%**](https://trellis.net/events/greenbiz/register/?utm_medium=trellis-site&utm_source=justification-letter&utm_campaign=gb25)**.** By attending, our team can get aligned on the latest sustainable business trends and best strategy for our organization.

I will submit a trip report post-event that will include a brief summary of the conference and my learnings. I’d also be happy to share relevant information with other staff members and departments.

Thank you for your consideration, and I look forward to your reply.