



Member Summit Sample Justification Letter

Dear [Supervisor's Name],

I am writing to formally request approval to attend E&I's EdPro Summit, taking place November 15-18, 2026, in Charlotte Harbor, Florida. This Summit is the capstone experience of the year for E&I, bringing together members, suppliers, and E&I's governance & advisory boards into a central location to connect, learn, and expand the future of the procurement industry.

Why This Summit Matters

- Keynotes and sessions centered on peer benchmarking, institutional challenges, and strategic collaboration, all with the theme and goal of shaping the future of education procurement
- Interactive workshops with suppliers, thought leaders, and peers
- Networking with national leaders from E&I's Strategic Advisory Boards, Board of Directors, and peer institutions

These sessions are designed to equip participants with actionable strategies for leading procurement transformation, fostering cross-campus collaboration, and driving measurable impact.

No Cost to Our Institution

- All travel to and from the event, hotel, and meals on site are fully covered by E&I Cooperative Services.
- Flights are booked through CTP, E&I's official travel partner, so there is no need for reimbursement or out-of-pocket expenses.
- The program is designed to minimize administrative burden while maximizing institutional return on investment.

I am confident that attending the Summit will directly benefit our institution by enhancing my ability to lead with clarity, strategy, and innovation in today's evolving higher education landscape. I respectfully request approval to attend and complete this final phase of the program.

Thank you for your continued support.

Sincerely,

[Participant Name]

[Title]