



Expense Justification One-Pager

HR Exhale Mental Health & Wellness Retreat
Royal Sonesta New Orleans · May 1–3, 2026

Customize the letter below for your manager or budget approver and submit with your expense request.

THE LETTER

Dear [Manager / Budget Approver],

I am writing to request approval to attend the HR Exhale Mental Health & Wellness Retreat, taking place May 1–3, 2026, at the Royal Sonesta New Orleans in the French Quarter.

HR Exhale is a professionally curated mental health and wellness retreat designed exclusively for Human Resources professionals. It directly addresses HR burnout, leadership resilience, and the emotional demands of our work — the most pressing challenges facing HR today.

This experience qualifies as a Professional Development and Employee Wellness investment and is eligible under most L&D, leadership development, or HR team wellness budgets.

WHAT'S INCLUDED IN YOUR REGISTRATION

- ◆ Friday Welcome Reception & intention-setting
- ◆ Saturday: Take the Armor Off wellness session
- ◆ Saturday Culinary Experience + Lunch
- ◆ Saturday Group Dinner
- ◆ Sunday Closing Brunch: Shades of Spring
- ◆ Exclusive HR Exhale swag bag

I will book my own hotel room through the HR Exhale group rate. A corporate invoice is available upon request.

Thank you for your consideration.

Respectfully,

[Your Name] · [Your Title] · [Your Email]

COST OF ATTENDANCE

Retreat Registration **\$699**

Early Bird — ends Mar 11

Hotel: Royal Sonesta **\$618**

Group rate \$309/night × 2 nights

Travel (est.) **~\$400**

Varies by origin city

Estimated Total **~\$1,717**

All-in estimate including hotel & travel

EXCLUSIVE GROUP HOTEL RATE

\$309 / night

Royal Sonesta New Orleans · HR Exhale attendees only

Rate does not include applicable taxes and fees.

THE BUSINESS CASE FOR HR WELLNESS

81% of HR leaders report feeling burnt out
— Sage, 2024

95% say the demands of the role are too much
— Sage, 2024

15% HR has the highest turnover rate of any function
— LinkedIn

L&D Budget

Professional Development

Employee Wellness

HR Team Budget

Corporate invoice available — hello@hrexhale.com