Below, you’ll find a “justification letter” template — a letter to your supervisor explaining all of the benefits you'll receive from attending the ACA, IACP, ACVP Educational Conference.

The justification letter includes how the conference will make you a better employee and what you and the pharmacy can expect to receive from attending.

[Date]

[Supervisor’s name]
[Title]
[Company name]
[Postal Address]
[City, State, Zip]

Dear [Supervisor’s name],

I would like to attend the **ACA, IACP, ACVP Educational Conference, February 25-28, 2015**, in Fort Lauderdale, Florida. This joint conference will enable me to network with peers from three leading pharmacy associations. The presentations are tailored to ensure pharmacists, technicians, marketing reps, and pharmacy students gain insight into pharmacy services, tools, and trends that will impact our patients. Over the course of three days, I will participate in multiple education tracks including practice-based, compounding, veterinary clinical and compounding Continuing Education. The conference offers me the opportunity to hear from dynamic speakers in the pharmacy community and earn up to **13.0 contact hours** (1.3 CEUs) of continuing education credit including **4.0 contact hours** (.4 CEUs) of LIVE Pharmacy Law. Additionally, the Exhibitor Experience will allow me to visit with 28 exhibiting companies showcasing services that will improve your practice.

As the **<Insert your primary function here i.e. pharmacy technician, marketing professional, sales representative, business development professional, etc.>** and give information on how to **<insert benefits/lessons here, for example: reduce costs, increase efficiency, and understand the latest legislative issues affecting independent pharmacy and pharmacy**
compounding>. I am seeking sponsorship for the registration fee, hotel, and travel expenses during the conference. A detailed cost breakdown is included below.

After reviewing the conference brochure/meeting website, I have identified a number of educational sessions which will allow me to gain knowledge and understanding about how we can improve our pharmacy processes. The presentations are facilitated by leaders in the pharmacy community and ACA, IACP, ACVP Members who have faced similar challenges. I chose each presentation because it directly relates to an issue we currently face. Getting the information in a seminar format will greatly reduce the research time and costs that <your pharmacy name> would normally incur in researching the topics. Incidentally, I have only listed some of the seminars that I will attend. A complete listing of programs will be available in October at www.EducationalConference.org.

<You will need to insert the session descriptions which most apply to your responsibilities.>

<The numbers in brackets below will need to be adjusted to reflect the current pricing. The travel costs vary as well and should be changed to reflect your costs.>

The full price conference fee is <$xxxx>, but can be reduced $150 by registering before the advance discount deadline on Monday, December 15, 2014.

<You will need to insert your travel cost numbers here>
Here is the breakdown of conference costs:
Roundtrip Airfare: <$xxxx> (See Meeting Discounts here)
Transportation: <$xxxx>
Hotel: <$xxxx> ($275 Group Rate – Click here to Book Hotel)
Meals: <$xxxx>
Conference Fee: <$xxxx>

The total costs associated with attending this conference are: <$xxxx>.

The opportunity for me to develop valuable contacts and gain knowledge in specific areas of <your area of expertise> makes my attendance at the Educational Conference a wise investment, which will yield rich dividends for <name of your pharmacy>.

Sincerely,

<your name here>
## Calculate ROI for Attendance - How to Justify Conference Attendance

Conference expenses are affected by a number of factors. Before you can even begin to justify conference expenses, you need to calculate what those expenses are. To do so, use the following Expenses Worksheet to develop a cost estimate for attending the Educational Conference.

### Expenses Worksheet

<table>
<thead>
<tr>
<th>Expense</th>
<th>Guideline</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration</td>
<td>Try a Web travel service to get a quick estimate</td>
<td>$</td>
</tr>
<tr>
<td>Flight</td>
<td>Educational Conference negotiated rates with hotels: $275 plus 11% tax</td>
<td>$</td>
</tr>
<tr>
<td>Lodging</td>
<td>Taxi- car rental?</td>
<td>$</td>
</tr>
<tr>
<td>Transportation: Airport to Hotel</td>
<td>Taxi- car rental? Driving to conference? To the airport for your flight? Use Map Quest to calculate distances, then multiply miles by 56 cents/mile (IRS standard for 2014)</td>
<td>$</td>
</tr>
<tr>
<td>Transportation: Hotel to Airport</td>
<td>Taxi- car rental? Driving to conference? To the airport for your flight? Use Map Quest to calculate distances, then multiply miles by 56 cents/mile (IRS standard for 2014)</td>
<td>$</td>
</tr>
<tr>
<td>Mileage Reimbursement</td>
<td>at airport for flight departure, or at hotel where conference is located</td>
<td>$</td>
</tr>
<tr>
<td>Parking Reimbursement</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
Registration fees include all food functions, Continuing Education credit, Fellowship Luncheon and Celebration Dessert Reception. Does not include separate ticketed event.

<table>
<thead>
<tr>
<th>Food Per Diem</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subtotal</strong></td>
<td>$</td>
</tr>
<tr>
<td>X Total number of employees going</td>
<td></td>
</tr>
</tbody>
</table>

= **Grand Total**