PACWEST SFS
EDUCATE - CONNECT - INSPIRE
DEDICATED TO PROFESSIONAL DEVELOPMENT

2027 PacWest Conference Justification Letter

Dear [Supervisor's Name],

I am writing to formally request approval to attend the 2027 PacWest Conference, scheduled for Sunday, May 16 through Tuesday, May 18, 2027. The conference's working theme is Adapting in Higher Education: Challenges, Changes, and Collaboration, which is directly relevant to the changing demands of higher education finance and administration.

Key Benefits:

- **Relevant technical content:** The agenda includes sessions on AI, IT security, third-party billing, and a Washington update. These topics can strengthen our approach to technology, data protection, payment processes, and regulatory awareness.
- **Leadership and change management:** Planned sessions address leadership, preparing staff for change, retention and working through silos, and de-escalation and difficult conversations. These skills support effective collaboration and service across departments.
- **Peer learning and networking:** The Birds of a Feather lunch, networking events, breakout discussions, and informal peer tables will provide opportunities to compare practices with colleagues from other institutions and bring back practical ideas.

Agenda Highlights:

- **Monday, May 17:** Main sessions on leadership; breakouts on Gen Alpha, Grad Guard, IT security, de-escalation and difficult conversations, and third-party billing; plus peer discussion and networking.
- **Tuesday, May 18:** A Washington update; sessions on going beyond the title and preparing staff for change; a panel on retention and working through silos; and a finance-focused main session.
- **Additional professional development:** The agenda includes potential programming on AI, student wellness, and finance, giving participants a broader view of emerging priorities and their impact on higher education operations.

Cost Justification:

Estimated costs will include conference registration, transportation, lodging, and meals. I will provide the final cost breakdown once registration and travel rates are available. The expected return on this investment is the ability to identify actionable improvements in security, billing, staff support, communication, and cross-departmental coordination, then share those takeaways with our team after the conference.

PACWEST SFS
EDUCATE - CONNECT - INSPIRE
DEDICATED TO PROFESSIONAL DEVELOPMENT

Your Role and Impact:

As [your position], I am responsible for [key responsibilities]. Attending these sessions will help me evaluate current practices, identify opportunities to improve our processes, and return with information that can be translated into practical recommendations for our department and institution.

Conclusion:

The 2027 PacWest Conference offers focused professional development in areas that are important to higher education finance and institutional operations. I am confident that the knowledge, tools, and professional connections gained through this conference will contribute to our department's continuous improvement and success. Thank you for considering my request. Please let me know if any additional information is needed.