



2018 LOAN MANAGEMENT & SERVICING SEMINAR

JUNE 13-15, 2018 | Hyatt Regency | Newport Beach, CA

USFN Seminar Justification Packet

GENERAL TIPS

Check off the below items to ensure you have justified the travel and training expense:

- Focus on what you will specifically bring back to the organization as return for the investment.
- Offer to prepare and deliver a short presentation and Q&A to your colleagues to share what you learned. This allows others in your unit to get the benefits of your attendance too.
- Share the collateral received at the conference.
- Be ready with a plan that shows who will cover for you while you are attending the conference.

JUSTIFY YOUR ATTENDANCE

To propose an allocation of resources for attendance, you need to understand the expense and the expected return on investment. This page provides some easy-to-use tools to help you calculate the investment and identify your return.

UNDERSTANDING YOUR CONFERENCE EXPENSES

Conference expenses are affected by a number of factors and to justify conference expenses you need to calculate what those expenses are and develop a cost estimate for attending. Below are some expenses to include in your estimate.

- Conference Registration
- Lodging
- Transportation - airfare or mileage reimbursement
- Cab Fares and/or Parking
- Meal Per Diem
- Gratuity/Tips



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The full price conference fee is <\$xxxx>, but can be reduced \$50 by registering before the early deadline.

(You will need to insert your travel cost numbers here)

Here is the breakdown of conference costs:

Roundtrip Airfare: <\$xxxx>

Transportation: <\$xxxx>

Hotel: <\$xxxx>

Meals: <\$xxxx>

Conference Fee: <\$xxxx>

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

UNDERSTANDING THE BENEFITS

Many benefits from conference attendance are hard to quantify and experts agree that the top benefit of conference attendance is networking value. Where else can you find so many industry contacts facing the same issues as your organization?

When you propose a conference for approval, it's best to focus on what you will specifically bring back to the organization as payback for the investment. Examples are listed below.

- Session content. List sessions that have particular relevance to your work. These sessions might identify tools, technologies or processes.
- Vendor contacts. Identify vendors you wish to meet with to discuss products or technologies you use or are evaluating for future purchase.
- Best practices. List sessions that will discuss best practices used in the industry.
- Training. Identify sessions designed to learn a special skill and/or help you overcome current or future challenges?



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QUANTIFYING THE BENEFITS

To effectively justify the conference, you need to clearly articulate the connection between your organization's knowledge requirements and the conference program. Do not assume that your manager will be able to automatically make those distinctions. Below are some conference benefits to include in your proposal.

- Networking Opportunities
- Discuss Industry Trends
- Learn Best Practices
- Discover Current Technologies
- Future Technology Exploration
- Discuss Current Processes
- Future Process Exploration
- Meet Current and Future Vendors
- Teambuilding
- Continuing Education Credit

CONCLUSION

Provide the specific knowledge benefits and expenses your manager needs to decide the value of your proposal for attending the convention. Express your desire to learn more about the industry and grow in your profession.

CONTACT USFN

If you need any more information, do not hesitate to visit our website at www.usfn.org, or contact

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