
Justification Letter

HOW TO USE

Fill in every underlined orange field with your specific details. The cost table and the concrete commitment at the end are the strongest parts — don't skip them.

Dear [Manager Name],

I am writing to request approval to attend **HEUG ANZ**, hosted by HEUG, taking place **9-10 September, 2026**, at Griffith University - Nathan Campus, in Brisbane.

HEUG ANZ is where campus IT leaders, ERP administrators, registrars, and functional staff from across Australia and New Zealand come together. Not to sit through vendor pitches, but to genuinely connect and learn from each other. Every session is peer-led by someone who works at a university just like yours, navigating the same systems, the same constraints, and the same pressure to do more with less. You will leave with practical ideas, a clearer sense of where the sector is heading, and a few more colleagues in your corner.

Why the Investment Is Worth It

I want to address the cost question directly. The total estimated investment for this trip is approximately [\$X,XXX]. Here is how I see us recouping that value:

- **Peer-sourced solutions to current challenges.** I plan to focus sessions on [your initiative, e.g., ERP optimization / reporting automation / data governance]. Learning what peer institutions have already tried — including what failed — can save us months of trial and error and prevent costly mistakes.
- **Vendor access in one place.** The vendors at HEUG ANZ bring together major platforms we use or are evaluating. Replacing even one planned vendor evaluation trip with conversations at HEUG ANZ saves travel cost and staff time.
- **Immediate, actionable takeaways.** I commit to returning with at least three specific ideas we can implement within 90 days, and I will share a written summary with the team within two weeks of returning.

My Focus at the Conference

I plan to prioritize sessions on [topic 1], [topic 2], and [topic 3]. I also plan to participate in all networking opportunities which will let me gather targeted feedback from institutions facing the same challenges we are.

Projected Costs

Item	Estimated Cost
HEUG ANZ Registration	\$ _____
Meals & Incidentals	\$ _____
Hotel (2 nights)	\$ _____
Airfare	\$ _____
Ground Transportation	\$ _____
TOTAL	\$ _____

Thank you for considering this request. I am happy to provide any additional detail that would help support the decision.

Sincerely,

[Your Name]

[Your

Title]

[Institution]

ROI Worksheet

HOW TO USE

Fill in your estimated costs and value inputs. Copy the completed ROI Summary at the bottom and paste it directly into your justification letter or email.

SECTION A — TRIP COSTS

HEUG ANZ Registration Fee

Hotel (est. 2 nights)

Airfare

Ground Transportation

Meals & Incidentals

TOTAL TRIP COST

SECTION B — VALUE INPUTS

Your estimated hourly rate (or cost to institution)

Sessions you plan to attend per day (avg)

Conference days attending

Ideas you realistically expect to implement post-conference

Estimated value per idea implemented (time saved, cost avoided)

SECTION C — ROI SUMMARY (copy and paste into your letter)

Total Trip Investment	\$ _____
Peer Learning Value (sessions x hrs x 3x multiplier)	\$ _____
Estimated Implementation Savings	\$ _____
Total Estimated Return	\$ _____
NET RETURN ABOVE TRIP COST	\$ _____
RETURN ON INVESTMENT	_____ %