

Professional Development Expenditure Request

TO:

FR:

DT:

RE: Request to attend Zycus Horizon 2019 conference



June 2-4, 2019, Budapest

I am writing to get your approval to attend the Zycus Horizon 2019 conference from **June 2-4, 2019** at **Budapest, Hungary**. The conference will bring together close to 100 attendees, including analysts, procurement and finance experts, procurement solutions developers and practitioners to deliberate the new and emerging technologies impacting business performance. The theme for the conference is - **Beyond Digitalisation: The dawn of autonomous procurement**.

The conference spans three days of intensive knowledge sharing sessions and networking opportunities. Additionally, I will get an attractive package for the conference pass which presents a cost-effective opportunity for me to:

- Benchmark our procurement processes and performance against many other companies in a compressed time frame
- Gather out-of-the-box ideas for solving specific challenges in our organization
- Assimilate and increase knowledge on the current trends, best industry practices, inside tech talks, and latest innovation roadmap in procurement
- Make our specific challenges and concerns known to the people who develop automation technologies in support of our function
- Engage in conversation with people across businesses who face similar challenges - and brainstorm with those who have been there and done that.

Current initiatives that I believe would benefit directly from my attendance at Zycus Horizon 2019 include:

Once I return from Horizon 2019, I will share my learning and takeaways with the team, including new strategies that we can apply to advance our own procurement performance and impact our overall business outcomes.

Here's an estimated breakdown of the conference expenses (In Euros):

Airfare	:
Ground Transportation	:
Registration	: 499
Total	:

Note that registration includes :

- Full access conference pass
- 3D/2N stay at New York Palace, The Dedic Anthology, Budapest
- All meals during the course of the conference
- Shuttle services from and to the airport

Booking early (before April 15) would yield a cost savings of approximately €550. (This does not include savings benefits from booking airfare at this early date). Discounted rates will be available only until April 14, so your kind consideration and reply to this request in advance of that date would be much appreciated.

Post-conference, I shall submit a report that will include an executive summary, major takeaways, tips, and recommendations for improving our procurement processes and performance.

Thanks for taking the time to review this request and I look forward to your reply.

Regards,

