



East Los Angeles College
Academic Senate
Conference/Tuition Committee

Conference Attendance

Full Time Faculty: \$750 maximum reimbursement per academic year. Reimbursement subject to change based on budget and number of applicants

Adjunct Faculty: Prorated upon percentage of a full time assignment, number of teaching units, and conference cost

Application Procedure

Read Carefully.

Apply Two Months Prior To Conference Date. Brief Justification Required If Not Possible.
Incomplete Requests Cannot Be Processed.

- Complete Legibly and Accurately:
 - 1) ELAC Request for Conference Attendance Form
 - 2) LACCD Request for Conference or Activity Attendance Form
 - 3) **Attach conference brochure or Internet flyer.** Brochure or flyer **must** include all of the following in as few pages as possible:
 - Name of Conference
 - Description of Conference
 - **Registration Fee Information**
 - ✓ Fees need **not** be paid at time of application
 - ✓ Professional membership fees are **not** reimbursable
 - Conference Date(s)
 - Conference Location
- Obtain the **signature** of your Department Chair
- Return **completed** packet to Debra Mora, Academic Affairs, G1-207
- Request is **approved** if not returned
- Submit **paid receipts ONLY** when asked to do so by Cathy Medina, President's Office, G1-305. Report on Conference Attendance and Travel Expense Claim forms must be submitted within **10 business days** after conference completion.

Questions? **Choonhee Rhim**
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