



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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LOS ANGELES COMMUNITY COLLEGE DISTRICT

East Los Angeles College

Encumbrance #

Reference #

REQUEST FOR CONFERENCE OR ACTIVITY ATTENDANCE

Directions: Submit to Division Head/President 21 days prior to the requested date of attendance. Attach conference or activity program, announcement or other descriptive document. For advance registration or travel, requests must be received in the President's Office six weeks in advance; otherwise your request for advance will not be processed.

1. Name of Employee _____ Empl. No. _____ College/Division ELAC

2. Job Title _____ Dept/Office _____ Ext. _____

3. Name of Conference or Activity _____

4. Sponsoring Agency _____

5. Conference/Activity Location: City _____ State _____

6. Conference/Activity Schedule: Opening Date _____ Closing Date _____

7. Dates on which employee will be traveling and attending conference or activity (include weekends and holidays):
Beginning Date _____ Ending Date _____

8. Will a paid substitute be required? Yes [] No []

9. Purposes and anticipated value to the District which will be derived from attendance:

10. Indicate additional assignments: Title _____ Location _____

11. Estimate amount of expense requested:
Transportation \$ _____ Hotels/Meals \$ _____ Registration Fee \$ _____ Incidentals \$ _____ TOTAL \$ _____

I hereby acknowledge that I will forfeit reimbursement if my claim is not submitted to the President's Office within 10 business days after attending the conference.

12. Signature of Applicant: _____ Date _____

13. Approval of Conference (request will not be processed without approval):
a. Supervisor/Dept. Chair _____ Date: _____
b. Vice President/Dean/Assoc. Dean _____ Date: _____

Table with 4 columns: Funding Source with Account No., Amount, Signature, Date. Rows include Academic Senate, Staff Development, Special Funds, and Administrators.

15. President _____

16. This section to be completed by Chancellor or President/Division Head:
e. () Not Recommended

Enc. Amount _____
Account _____
CFA _____ Date _____

Signature _____ Date _____

Processing Date _____

1. **REQUEST FOR CONFERENCE ATTENDANCE-PROCEDURES.** An employee making a request to attend a conference in accordance with Board Rules and Regulations shall obtain from the employee's location the standard form, Request for Conference or Activity Attendance, prepared as directed and submit it to his/her President or Division Head no later than 21 days prior to the requested date of attendance.

10702. TRAVEL AUTHORIZATION-EMPLOYEES. The Board of Trustees hereby delegates to the Chancellor or a designee authority to authorize employees to attend conferences, conventions, meeting of committees, commissions, in-service training, and other groups, and to perform similar services or travel in the performance of assigned duties. Reimbursement for actual and necessary expenses while performing such services for the District shall be in accordance with Board Rule 10704 provided that the funds budgeted for such purpose are available and approved for such use. Advance travel funds may be granted not to exceed 90 percent of estimated expenditures excluding transportation costs for trips, or for deposits for in-service training facilities. Advance must total a minimum of \$100.00. A substitute may be provided in the absence of the employees.

10704. REIMBURSABLE EXPENSES. Reimbursement for actual and necessary expenses may include:

- Transportation to and from destination, including related parking expenses
- Lodging and meals
- Tips or gratuities associated with meals, not to exceed 15% of the subtotal cost of each meal where gratuity is given and supported by a printed transaction receipt
- Daily tips or gratuities involving overnight travel related to portage, housekeeping and valet not to exceed \$5 per day
- Conference fees
- Business related telephone calls
- Additional portage where charged as a specific baggage handling fee in special circumstances where conference or presentation materials require transport
- Local transportation at place of meeting
- Other miscellaneous items directly related to District business

Items excluded:

- Intoxicating spirits (except when charged as part of a conference meal which cannot be segregated from the meal cost)
- Personal telephone calls or other expenses of a personal nature

2. **OTHER REIMBURSEMENTS.** Any reimbursement received by a person attending a conference or performing similar services from sources other than the Los Angeles Community College District shall be deducted from the bill for expenses submitted for reimbursement. The following items must accompany all travel claims submitted for reimbursement: copy of transportation ticket (or ticket stub), copy of hotel/motel statement, copy of any car rental agreement, copy of conference registration fee receipt, copy of receipt for meals if daily total exceeds \$25.

10705. RENTAL OF MOTOR VEHICLES. Employees may, during authorized travel outside of Los Angeles County, rent a motor vehicle for use within a radius of 100 miles of the point of rental, provided that such vehicle is needed to accomplish the purpose of the travel in the most practical manner.

10711. TRANSPORTATION COSTS. When transportation is by public conveyance, allowance for air or train travel shall be at the coach rate. First class travel accommodations shall be permitted only when coach accommodations would be impractical. Reimbursement for travel by private automobiles to destinations beyond a 100 mile radius of the Los Angeles City Hall shall be at the rate of fifty cents (.50) per mile. All such travel shall not exceed the cost of the most appropriate available common carrier to the destination. Priority of availability for determination of payments shall be: 1. Air, 2. Rail, 3. Bus.

7501. MILEAGE. Allowance for transportation by private automobile to and from a place or places of service located within one hundred (100) miles from the Los Angeles City Hall shall be at the existing authorized rates for college business mileage.