



**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 (Forms available on [www.elac.edu](http://www.elac.edu) -> Faculty & Staff -> Services)
  - 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** and **Dean**
- Submit completed packet to **Choonhee Rhim, Chair, Conference/Tuition Committee, F3 (Library)-211**
- Request is **approved** if not returned
- When approved, Conference Attendance and Travel Expense Claim forms will be sent by President's office **via campus mail**. Submit both forms with **receipts** to **Catalina (Cathy) Medina in President's Office**, within **10 business days** following conference completion.
- If you did not receive the Conference Attendance and Travel Expense Claim forms, **contact Catalina (Cathy) Medina** (phone: 323-265-8662 email: [medinac@elac.edu](mailto:medinac@elac.edu)). **Late submittals may result in forfeiture of reimbursement.**

**Questions? Contact Choonhee Rhim**  
(323) 265.8625 — F3 (Library) - 211  
[rhimcl@elac.edu](mailto:rhimcl@elac.edu)