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 -> 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). **Late submittals may result in forfeiture of reimbursement.**

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

(Revised 8/2018)