

What do I do if I want to go to a conference and get some money for it?

“The (Hopefully) Painless Guide on How to Request Conference Attendance and Receive Your Reimbursement”

1. Get conference attendance request form online or in front of the S&OD office.
2. Fill out completely. Get department chair's signature.
3. STOP
 - A. Are you a member of our classified staff?

If yes, go to #5.
 - B. Is your conference related to technology?

If yes, go to #5.
 - C. Are you a contract faculty member or faculty member with hourly seniority and is your conference not related to technology?

If yes to both, go to #4.
4. Submit your conference attendance request form to Dr. Genevieve Patthey-Chavez, Chair of the LACC Professional Growth Committee. Funds are allocated to cover 70% of allowable expenses. The reimbursement limits are \$700 per person, per year for contract faculty, and \$420 per person, per year for hourly faculty members with seniority.
5. Submit your conference attendance request form to Mickey Hong of S&OD. The reimbursement limit is \$500 per person, per year. For each conference, registration is fully paid. Transportation is covered 70% (usually 100% for mileage). \$100 is allowed per night for food & lodging if conference is at least 2 days.
6. You will receive your processed conference attendance request form from the President's Office in your mailbox with an Expense Claim form and a Report on Conference Attendance form attached to the back. DO NOT lose them!
7. After you return from the conference, submit your receipts and the completed forms to the President's Office. Tip: Keep a copy of receipts for your records.
8. The President's Office will get in touch with you once the District Office has processed your claim.
9. THAT'S IT! You will be notified by email or phone that your check is ready to pick up at the President's Office (AD 214).
10. REMEMBER! You will receive more Flex credit if you share what you learned from the conference. Why not make a presentation? Fill out the Individual Presentation/Project Plan Form?

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