

TE \_\_\_\_\_  
Encumbrance # \_\_\_\_\_

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
East Los Angeles College

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: **Receipts for all meals must be provided. It is not an automatic \$25 per day.**  
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: \_\_\_\_\_

14. Funding Source with Account No.	Amount	Signature	Date
a. Academic Senate _____	\$ _____	_____	_____
b. Staff Development _____	\$ _____	_____	_____
c. Special Funds _____	\$ _____	_____	_____
d. Administrators _____	\$ _____	_____	_____

15. President \_\_\_\_\_

16. This section to be completed by Chancellor or President/Division Head:

e. ( ) Not Recommended

Signature \_\_\_\_\_ Date \_\_\_\_\_

Enc. Amount _____
Account _____
CFA _____ 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.

**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.